

MAY 2025

RTO 31974

SINGLE UNIT - Information pack
TAEASS412 - Assess Competence



FORTRESS
LEARNING

Unlocking potential for brighter futures



THE TECHNICAL CONTENT OF THE UNITS

TAEASS412 – Assess Competence

This unit describes the skills and knowledge required to plan, prepare for and conduct the competency-based assessment of candidates using nationally recognised training products and validated assessment tools. It involves planning and preparing for the assessment based on the accessed training and assessment strategy and delivery plan.

The unit also involves customising the assessment process; preparing candidates to be assessed; and then implementing assessment processes, including recognition of prior learning. Implementing assessment requires gathering quality evidence, making assessment judgements, and recording and reviewing the assessment process.

The unit applies to entry-level vocational education and training (VET) assessors who assess candidates against nationally recognised training products.

1. Plan and Prepare to Conduct Assessment:

- Access registered training organisation (RTO) assessment system and legislative and regulatory requirements and confirm assessment policies and procedures relevant to own job role.
- Access training and assessment strategy and delivery plan and identify purpose, target group, requirements and resources for assessment.
- Access and analyse unit/s of competency and assessment tool, and check that tool maps to unit/s and assessment requirements and complies with the principles of assessment and rules of evidence.
- Identify actions required to be undertaken by candidate and assessor in preparation for assessment.
- Identify and obtain resources required to meet assessment conditions according to organisational procedures.

2. Customise Assessment Process:

- Identify where recognition of prior learning (RPL) and/or reasonable adjustment is required and can be appropriately applied to the assessment process without compromising the assessment's integrity.

THE TECHNICAL CONTENT OF THE UNITS

2. Customise Assessment Process Cont...

- Review foundation skill requirements of the unit of competency and foundation skill levels of candidates.
- Seek specialist advice and support where foundation skill support is required before assessment.
- Review information about candidates' industry and/or work roles and identify any contextualisation required of the assessment process.
- Determine and apply suitable methods to achieve the required contextualisation.
- Record any modifications to the assessment process according to organisational procedures.

3. Prepare Candidates:

- Explain to candidates the assessment process, performance standards, and any customisation made to the assessment process, according to organisational procedures.
- Confirm that candidates understand and agree to the assessment process and know their right to appeal.
- Confirm with candidates that they are ready for assessment.
- Schedule assessment activities according to organisational procedures.

4. Collect Evidence:

- Organise, contextualise and confirm assessment activities and candidate support according to assessment tool instructions.
- Use agreed assessment methods and instruments to gather, organise and document evidence in a format suitable for determining competence and according to principles of assessment and rules of evidence.
- Identify, monitor, and address within the scope of own role work health and safety (WHS) hazards and risks during evidence collection.
- Monitor and adjust reasonable adjustments as required to accommodate candidate needs while maintaining the rigour of the assessment process.
- Record judgement of satisfactory or not satisfactory performance on all instruments and reasons for that judgement.
- Provide candidates with feedback on performance, support and opportunities to re-submit assessments according to organisational procedures.

THE TECHNICAL CONTENT OF THE UNITS

5. Make Assessment Judgement:

- Review collected evidence and confirm that rules of evidence and principles of assessment have been met.
- Ensure that required assessment activities have been completed according to VET regulatory requirements and the assessment guidance and are assessed as satisfactory before making a judgement of competence.
- Seek moderation to assist in making the final judgement where required and according to organisational requirements.
- Make assessment judgement based on evidence of individual candidate's demonstrated competence against evidence requirements.
- Record judgement of competence, details of how the judgement was made, and any modifications or adjustments made to the assessment process.
- Provide feedback to the candidate on performance and assessment judgement according to organisational procedures.
- Implement and document required follow-up for those candidates deemed not yet competent.
- Complete and submit assessment records and results according to organisational procedures.

6. Review assessment practice:

- Seek feedback relevant to your assessment practice and according to organisational procedures.
- Analyse assessment and own assessment practice and feedback and identify improvement opportunities.

PRACTICAL REQUIREMENTS

For Workbased and Coursework pathways and as part of the evidence being demonstrated for RPL assessment pathways you will require access to:

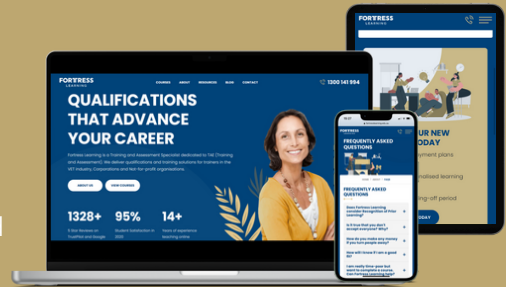
- An observer who holds the Certificate IV in Training and Assessment and has the industry knowledge to act as a Third Party Supervisor to complete the Third Party Reports
- At least 3 candidates in conduct assessment processes against at least 2 entire units of competency (with at least one RPL assessment conducted as part of the above)
- Assessment systems and processes
- Current and validated assessment tools, including access to a provided RPL kit.

WHY CHOOSE FORTRESS

1. 24/7 Access To Our Learner Portal

Organised, sequenced and with added video and PDF guides to make understanding the assessments SO much easier, and faster to complete!

This online system makes submitting your assessments and receiving feedback, nice and straight forward.



2. The Support You Need

Reach out during business hours at 1300 141 994 for help with tech issues, course queries, or trainer assistance. The learner portal also offers an intuitive help function for pinpointed trainer support. Stay on track with monthly reminders and personalised support strategies, including extensions or trainer-led guidance if needed.



3. Fast Assessment Marking Times

Our trainers are highly qualified, located here in Australia, have multiple qualifications and have come from various industries.

With a maximum turnaround time of 4 business days for all of your assessments, the speed of completing your qualification is mostly up to you. Bonus!



4. Experts At All Things Training & Assessment

We've been training, supporting, and mentoring our industry's next generation of trainers, assessors and VET leaders since 2009. We know our industry inside out because we do this and ONLY this! We have a hard earned reputation for producing high-quality trainers, assessors and leaders.



LET'S DISCUSS YOUR TRAINING & CAREER NEEDS

Not sure which option is best for you? Need help enrolling?

Our amazing Course Advisors are here to help! Give us a call or send us an email—we're always happy to assist.



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