

Model Curriculum

Assessor

SECTOR: Management & Entrepreneurship and
Professional Skills

SUB-SECTOR: Training and Assessment

OCCUPATION: Assessment

REF ID: MEP/Q2701, V1.0

NSQF LEVEL: 5

Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

MANAGEMENT & ENTREPRENEURSHIP AND PROFESSIONAL SKILLS COUNCIL

for the

MODEL CURRICULUM

Complying to National Occupational Standards of

Job Role/ Qualification Pack: 'Assessor' QP No. 'MEP/Q2701 NSQF Level 5'

Date of Issuance: **March 08th, 2018**

Valid up to: **March 08th, 2022**

* Valid up to the next review date of the Qualification Pack



Authorised Signatory
(Management & Entrepreneurship and Professional Skills Council)

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Assessor

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Assessor”, in the “Management & Entrepreneurship and Professional Skills” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Assessor		
Qualification Pack Name & Reference ID	MEP/Q2701, V1.0		
Version No.	1.0	Version Update Date	08/03/2018
Pre-requisites to Training	Certified on the technical/vocational standards that they will be assessing on, by competent authority (SSC, NCVT, AICTE, Industrial standards body, Organizational Certification department, etc.)		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Evaluate the job role of an Assessor: know what task needs to be performed • Demonstrate for competency based assessment: Be able to identify and set assessment standards • Conduct assessment of vocational skills, knowledge and understanding as per set standards of performance: Know how to conduct a successful assessment • Evaluate and analyze assessment results and evidences: Be able to verify the assessment • Demonstrate post-assessment activities: Understand the job after assessment is done • Execute health and safety practices applicable in a training and assessment environment: Know the basics of health and safety • Analyze and execute steps for emergency situations: Be able to handle emergencies • Maintain a professional image and behaviour at all times: Know how to maintain professionalism • Execute in a disciplined and ethically manner: Understand the work ethics • Formulate and analyze the Organisational Structure: Learn about the details of your respective organization 		

This course encompasses 04 out of 04 National Occupational Standards (NOS) of “MEP/Q2701” Qualification Pack issued by “Management & Entrepreneurship and Professional Skills”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1.	<p>Introduction</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 15:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Evaluate the course and conduct ice breaking session Interpret about the job role of an Assessor. 	Data projector, laptop, computer, speaker, projection screen, whiteboard and whiteboard makers, duster, note book pen, pencil.
2.	<p>Plan and organize for competency based assessment</p> <p>Theory Duration (hh:mm) 25:00</p> <p>Practical Duration (hh:mm) 35:00</p> <p>Corresponding NOS Code MEP/N2701 MEP/N2702</p>	<ul style="list-style-type: none"> Identify the standards/criteria for assessment. Understand the assessment strategy. Review particulars of the assessment job like: List of candidates who have to be assessed, location/venue, date/time of assessment, contact person and contact details, standards on which assessment has to be conducted, assessment tools and methods to be employed, etc. Identify the details of an assessment job like types and sufficiency of evidence required, tools and equipment required for practical and theoretical assessments; location and resources required for the assessment; time and duration of the assessment; equipment and material to be carried, etc. Analyze and record the assessment process Evaluate the process of checking contact venue, materials, physical resources and other details of the assessment. 	Data projector, laptop, computer, speaker, projection screen, whiteboard and whiteboard makers, duster, note book pen, pencil.
3.	<p>Conduct assessment of vocational skills, knowledge and understanding as per set standards of performance</p> <p>Theory Duration (hh:mm)</p>	<ul style="list-style-type: none"> Demonstrate timeliness to reach venue for the assessment at appropriate date, time with relevant materials Communicate and manage the processes of assessment of vocational skill. Analyze the use of technology while conducting assessment and check video recordings and other evidences to see if 	Data projector, laptop, computer, speaker, projection screen, whiteboard and whiteboard makers, duster, note book pen, pencil.

	<p>15:00 Practical Duration (hh:mm) 25:00 Corresponding NOS Code MEP/N2702</p>	<p>there are no shortcomings.</p> <ul style="list-style-type: none"> Alter assessment plan if required post discussion with co-ordination team. 	
4.	<p>Document and verify assessment results and evidences</p> <p>Theory Duration (hh:mm) 15:00 Practical Duration (hh:mm) 25:00 Corresponding NOS Code MEP/N2702</p>	<ul style="list-style-type: none"> Interpret assessment standard and measure evidence against the standard. Gather required documents from learners. Document the results on paper templates as well as online forms Secure, label and pack the evidences accurately as per standard procedures. 	Data projector, laptop, computer, speaker, projection screen, whiteboard and whiteboard makers, duster, note book pen, pencil.
5.	<p>Comprehending post-assessment activities</p> <p>Theory Duration (hh:mm) 15:00 Practical Duration (hh:mm) 25:00 Corresponding NOS Code MEP/N2702</p>	<ul style="list-style-type: none"> Monitor the cleanliness and tidiness of the assessment area. Inform about any housekeeping requirements, maintenance requirements or training equipment repair requirements Secure the equipment and tools used during assessment. 	Data projector, laptop, computer, speaker, projection screen, whiteboard and whiteboard makers, duster, note book pen, pencil.
6.	<p>Health and safety practices applicable in a training and assessment environment</p> <p>Theory Duration (hh:mm) 15:00 Practical Duration (hh:mm) 25:00 Corresponding NOS Code</p>	<ul style="list-style-type: none"> Evaluate the basic Health and Safety Manual, report and identify breaches in health and Safety; Demonstrate proper documentation of Safety Records. Assist learners about minor first aid. 	Data projector, laptop, computer, speaker, projection screen, whiteboard and whiteboard makers, duster, note book pen, pencil.

	MEP/N9911		
7.	<p>Deal with emergency situations</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 25:00</p> <p>Corresponding NOS Code MEP/N9911</p>	<ul style="list-style-type: none"> Deal with emergency situations promptly and take required actions Demonstrate emergency procedures correctly Analyze emergency situation report accurately in accordance with centre policy. 	Data projector, laptop, computer, speaker, projection screen, whiteboard and whiteboard makers, duster, note book pen, pencil.
8.	<p>Maintain professional image and etiquettes</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 25:00</p> <p>Corresponding NOS Code MEP/N9912</p>	<ul style="list-style-type: none"> Maintain appropriate professional appearance for the workplace. Interact with team members, clients, vendors, visitors and other stakeholders in a Professional manner Develop personal and professional goals and objectives Document a professional practice plan for achievement of goals Analyze and implement development opportunities to support continuous learning Identify and deal with inappropriate behaviour towards self or others in a professional manner. 	Data projector, laptop, computer, speaker, projection screen, whiteboard and whiteboard makers, duster, note book pen, pencil.
9.	<p>Work in a disciplined and ethical manner</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 25:00</p> <p>Corresponding NOS Code MEP/N9912</p>	<ul style="list-style-type: none"> Recognise potential ethical issues in the workplace and discuss the issue with the relevant authority. Demonstrate ethical code of practice Deal with inappropriate behaviour towards self or others in a professional manner. 	Data projector, laptop, computer, speaker, projection screen, whiteboard and whiteboard makers, duster, note book pen, pencil.
10.	<p>Organisational Structure</p> <p>Theory Duration (hh:mm) 15:00</p>	<ul style="list-style-type: none"> Analyze assessment body's policies and procedures (candidate selection, rationale and purpose of competency-based assessment, costs/resourcing) Evaluate how to inspect work area. Demonstrate proper disposal procedures 	Data projector, laptop, computer, speaker, projection screen, whiteboard and whiteboard makers, duster, note book pen,

	<p>Practical Duration (hh:mm) 25:00</p> <p>Corresponding NOS Code MEP/N2701, MEP/N2702, MEP/N9911, MEP/N9912</p>	<p>and waste management.</p> <ul style="list-style-type: none"> Underline the importance of organizational record-management systems and reporting requirements, HR policies and escalation matrix. 	<p>pencil.</p>
	<p>Total Duration</p> <p>Theory Duration 150:00</p> <p>Practical Duration 250:00</p>	<p>Unique Equipment Required: Data projector, laptop, computer, speaker, projection screen, whiteboard and whiteboard makers, duster, note book pen, pencil.</p>	

Grand Total Course Duration: **400 Hours 0 Minutes**

(This syllabus/ curriculum has been approved by Management & Entrepreneurship and Professional Skills)

Trainer Prerequisites for Job role: “Assessor” mapped to Qualification Pack: “MEP/Q2701” Version 1.0

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “ <u>MEP/Q2701 Version 1.0</u> ”.
2	Personal Attributes	A Trainer should be free from socio-economic preferences and prejudice. He/ she should be safety conscious and proficient in handling and use security/ safety equipment. Besides being knowledgeable, he/ she should be energetic, motivating, innovative and good at communication. The trainer should be able to establish rapport with the trainees and employ innovative methods to impart instructions.
3	Minimum Educational Qualification	Certified on the technical/vocational standards that they will be assessing on, by competent authority (SSC, NCVT, AICTE, Industrial standards body, Organizational Certification department, etc.)
4a	Domain Certification	Certified for Job Role “ <u>Assessor</u> ” mapped to the Qualification Pack “ <u>MEP/Q2701 Version 1.0</u> ” issued by MEPSC. Minimum accepted score is 80%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “ <u>MEP/Q2601</u> ” with scoring of minimum 80%.
5	Experience	As per the standards set by relevant SSC to practice in different industry sectors.

Criteria For Assessment Of Trainees

Job Role: Assessor

Qualification Pack: MEP/Q2701, V1.0

Sector Skill Council: Management & Entrepreneurship and Professional Skills Council

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS				Marks Allocation	
Total Marks: 400					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
MEP/N2701 Plan and organize for competency- based assessment	PC1. identify the standards/criteria to be used for assessment	100	10	4	6
	PC2. read and interpret the assessment strategy		10	4	6
	PC3. receive and review details of the assessment job		10	4	6
	PC4. identify the details of assessment job		10	4	6
	PC5. plan how to manage the assessment process and how to record assessment processes and decisions		10	4	6
	PC6. check contact venue, materials, physical resources and other details of the assessment are in place and report any discrepancy to relevant personnel		10	4	6
	PC7. amend assessment plan if required in discussion with instructional design and co-ordination team		10	4	6

	PC8. review assessment tools and instruments to check what is the evidence requirements and assessment criteria		10	4	6
	PC9. ensure tools and equipment required for observing and recording evidence is in order		10	4	6
	PC10. reach venue for the assessment at appropriate date, time with relevant materials, questionnaires tools, recorders etc.		10	4	6
		Total	100	40	60
MEP/N2702 Assess vocational skills, knowledge and understanding	PC1. communicate the purpose, requirements and processes of assessment of vocational skills, knowledge and understanding to learners	100	5	2	3
	PC2. instruct the candidates at the start of the assessment regarding duration of the assessment, rules to be followed, entire process and penalties for breaking of the rules		5	2	3
	PC3. mark attendance as per the standard practice		6	3	3
	PC4. gather required documents from learners		5	2	3
	PC5. manage assessments of vocational skills, knowledge and understanding to meet assessment requirements		6	2	4
	PC6. follow procedures for the confidentiality of assessment information		5	2	3
	PC7. interpret assessment standards/criteria correctly		5	2	3
	PC8. match and measure evidence against assessment standards/criteria		5	2	3
	PC9. examine collected evidence and make assessment decision in line with agreed assessment plan, the assessment criteria and rubrics provided by the assessment body		7	3	4
	PC10. ensure that judgement is consistent and based on the available evidence and rules of evidence		5	2	3
	PC11. follow standardisation procedures to ensure that the assessment decisions are not skewed or unfair		5	2	3
	PC12. use technology while conducting assessment activities such as video evidence of kills/performance, recording of oral evidence, computer-based/on-line testing; etc.		5	2	3
	PC13. check and authenticate the video recordings and other evidences to see if there are no shortcomings, else retake the recording and evidences		5	2	3

	PC14. document the results on paper templates as well as online forms and templates as prescribed accurately		5	2	3
	PC15. complete candidate records accurately and submit or process in the required time frame		5	2	3
	PC16. secure, label and pack the evidences accurately as per standard procedures adopted by an assessment body		5	2	3
	PC17. monitor the cleanliness and tidiness of the assessment area		5	2	3
	PC18. notify any special housekeeping requirements, maintenance requirements or training equipment repair requirements to appropriate personnel		6	2	4
	PC19. secure the equipment and tools used during assessment while ensuring that they are in good condition		5	2	3
		Total	100	40	60
MEP/N9911 Apply health and safety practices applicable in a training and assessment environment	PC1.promote a safe working environment and adhere to risk management strategies for clients, colleagues and others who enter the workplace, in accordance with duty of care requirements	100	6	3	3
	PC2.identify, control and report health and safety issues relating to immediate work environment according to procedures		6	2	4
	PC3.work safely and apply health and safety practices in the training and assessment environment including using appropriate personal protective equipment (PPE) where required		5	1	4
	PC4.document safety records according to organisational policies		5	2	3
	PC5.recognise health and safety related hazards in the training and assessment area		5	1	4
	PC6.follow procedures and instructions for dealing with hazards, within the scope of responsibilities and competencies		6	2	4
	PC7.document and report all hazards, accidents and nearmiss incidents as per set process		6	2	4
	PC8.provide guidance and support to learners on the safe use and care of equipment and resources		5	2	3
	PC9.conduct displays and demonstrations according to work safety regulations and school/centre procedures and guidelines		5	1	4
	PC10.take appropriate steps, if required, to maintain personal safety of self and others		5	2	3

	PC11.maintain the training and assessment area in a clean and tidy condition		5	1	4
	PC12.respond appropriately to learners who require assistance with personal care or hygiene		5	1	4
	PC13.ensure all learners or candidates follow personal hygiene and grooming standards as required		5	1	4
	PC14.provide assistance with the general care and wellbeing of learners, including attending to learners with minor illnesses		6	2	4
	PC15.assist learners in need of minor first aid in accordance with school or centre procedures		5	1	4
	PC16.recognise emergency and potential emergency situations promptly and take required actions within the scope of individual responsibility		5	2	3
	PC17.follow emergency procedures correctly in accordance with school/centre procedures		5	1	4
	PC18.seek assistance promptly from colleagues and/or other authorities where appropriate		5	1	4
	PC19.report details of emergency situations accurately in accordance with school/centre policy, including accurate completion of accident and incident report forms		5	2	3
		Total	100	30	70
MEP/N9912 Apply principles of professional practice at the workplace	PC1.display appropriate professional appearance for the workplace	100	3	1	2
	PC2.interact with team members, clients, vendors, visitors and other stakeholders in a professional manner		3	1	2
	PC3.develop personal and professional goals and objectives		3	1	2
	PC4.identify strengths and weaknesses in relation to goals and objectives		3	1	2
	PC5.evaluate own capacity to meet goals and objectives		3	1	2
	PC6.determine personal development needs to perform role as per desired standards		3	1	2
	PC7.develop a professional development plan to enhance professional capabilities		4	1	3
	PC8.document a professional practice plan designed to support the achievement of goals		3	1	2
	PC9.select and implement development opportunities to support continuous learning and		3	1	2

	maintain currency of professional practice				
	PC10.research developments and trends impacting on professional practice and integrate information into work performance		3	1	2
	PC11.invite peers and others to observe, and provide feedback, on own performance and practices		3	1	2
	PC12.use feedback from colleagues and clients to identify and introduce, improvements in work performance		3	1	2
	PC13.perform tasks to the required workplace standard		5	2	3
	PC14.complete duties accurately, systematically and within required timeframes		3	1	2
	PC15.follow organisational policies		3	1	2
	PC16.protect the rights of the client and organisation when delivering services		4	1	3
	PC17.ensure services are delivered equally to all clients regardless of personal and cultural beliefs		3	1	2
	PC18.recognise potential ethical issues in the workplace and discuss with an appropriate person		4	2	2
	PC19.recognise unethical conduct and report to an appropriate person		3	1	2
	PC20.operate within an agreed ethical code of practice		4	2	2
	PC21.apply organisational guidelines and legal requirements on disclosure and confidentiality		3	1	2
	PC22.identify and obtain clarity regarding organisational, team and own goals		3	1	2
	PC23.prioritise tasks at work as per organisational, team and own goals		5	2	3
	PC24.plan to meet team performance targets and standards		4	2	2
	PC25.monitor own and team performance as per agreed Plan		3	1	2
	PC26.share all relevant information with stakeholders in agreed formats and as per agreed timelines		3	1	2
	PC27.work collaboratively with colleagues through sharing information and ideas and working together on agreed outcomes		4	2	2
	PC28.recognise, avoid and/or address any conflict of interest		3	1	2

	PC29.use of conflict resolution and negotiation skills to identify critical points, issues, concerns and problems, identify options for changing behaviours		3	1	2
	PC30.recognize and respond to inappropriate behaviour towards self or others in a professional manner and as per organisational policy		3	1	2
		Total	100	36	64