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| Title | **Participate in moderation activities** |
| Level | **4** | **Credits** | **4** |

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| Purpose | This competency standard covers the skills and knowledge required to prepare for and participate in moderation activities and complete moderation administration requirements.Moderation means a process of monitoring assessment to ensure that it is valid, consistent, fair and sufficient. Moderation activities may include but are not limited to – combinations of discussion on observations of assessors, meetings of assessors, analysis of assessment documents and materials. |

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| Classification ISCED | 0115 Assessor training |

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| Available grade | Competent / Not yet competent |

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| Modification history | N/A |

| **Competency Unit** | **Performance Criteria** | **Knowledge** |
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| **E1.** Prepare for participation in moderation activities | **Assessor will be able to**:1. Select assessment materials to meet moderation request
2. Check evidence records are complete
3. Ensure complete evidence meet requirements for validity, authenticity, currency and sufficiency
 | Assessor will know and understand:1. Assessment materials (may include: standards, assessment tasks and/or activities, assessment schedules, evidence guides, common assessment tasks (CATs))
2. Methods for checking completeness of evidence records
3. Evidence requirements for validity, authenticity, currency and sufficiency
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| **E2.** Participate in moderation activities | **Assessor will be able to**:1. Review assessment materials against required outcomes of relevant competency standard/s
2. Consider all evidence requirements within the competency standard/s to agree, or not, that the candidate has provided sufficient evidence the outcomes were met
3. Give feedback which informs and supports best assessment practice
 | Assessor will know and understand:1. Review techniques
2. Determination of evidence against required outcomes as a process
3. Timely, clear, unambiguous, constructive feedback which is confined to relevant aspects of the materials
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| **E3.** Complete moderation administration requirements | **Assessor will be able to**:1. Complete recording and reporting in accordance with the administration requirements of the PNVQF moderation system
2. Complete any other quality assurance processes of the PNVQF moderation system
 | Assessor will know and understand:1. Administration requirements of the PNVQF moderation system
2. Quality assurance processes of PNVQF moderation system
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