Third Party Assessment Policy

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(Also relevant for: STN 1.8)

Global Development College (GDC)'s Management will conduct Third party assessments that are consistent with the Rules of evidence and ensure that assessors and third party observers are fully informed of their responsibilities within the assessment process in the work place.

Third Party assessment procedure

When third party assessment is chosen as an appropriate method for assessment of a qualification / unit of competency. GDC's Management will:

- Ensure that guidance for the selection of each Third party observer is provided to GDC's Training and Assessment staff concerning the determination of the minimum vocational experience or qualification of the Third party.
- Ensure that GDC's assessment staff secure written confirmation that each Third party has agreed to participate in the evidence gathering process and that they understand their role in the evidence collection process.
- Ensure that that each Third party is provided with comprehensive information and guidance as to when, how and how often they will collect evidence and over what period of time the evidence is to be collected.
- Ensure that GDC's Assessment staff provides the Third party with quality observation tool/s for collecting evidence. The observation tool/s must explain the manner in which the evidence is to be collected and what is to be observed or performed. These tools must seek/solicit/allow for feedback from the Third party that is directly related to the relevant unit(s) of competency on the learner's performance.
- Ensure that Third party observation tools include 'interpreted' information which will describe how a competent worker would perform the task described by the unit. This may include describing how a competent worker might meet standards in effect in the workplace or:

1. - a specific work activity
2. - the conditions under which this work activity is conducted, and
3. - the evidence that may be gathered in order to determine whether the activity is being performed in a competent manner.

- Ensure that the observation tool contains a sign off for both the Third party and the candidate and provides for the confirmation signoff by GDC's Assessment staff of the authenticity and currency of evidence provided by a candidate.

This procedure is subject to annual review or as required by changes in legislation, standards, or organizational needs.