



## **IDESS Maritime Centre (Subic) Inc.**

### **Competence Assessor Training**

#### **Description:**

The course provides a blend of theoretical instruction and practical exercises in assessment and is designed to be utilized by any organization where assessments are required as part of a competence management system

#### **Course Outline:**

- Competence assessors and internal verifiers
- Competence systems in the workplace
- Competence standards
- Sources of evidence
- planning meetings
- Methods of assessment
- Assessment decisions
- Record keeping
- Confidentiality
- Difficulties, disputes and appeals
- The assessment plan
- Feedback
- Quality assurance
- The role of OpITO

#### **practical:**

- Assessment planning
- Carrying out an effective assessment
- Make an assessment decision
- provide feedback
- Maintain records

#### **Entry Standards:**

- This course is open to any person who may be conducting competence assessment.  
Minimum number of participants is two (2) and the maximum is eight (8).

**Certification:**

The successful delegate shall receive an OpITO approved competence assessor certificate which entitles them to assess any area where they themselves are considered to be technically competent

**Approval:**

OpITO approved

**Duration:**

2 days