

Practical observations sheets are an assessment tool used to record and verify a trainee's competence. This hand-out explains the supervisor role in the practical observation assessment process and the difference between the supervisor role and the 'Technical Expert/Verifier' role. Page 2 offers a checklist to follow when signing-off practical observations.

The assessor always retains responsibility for ensuring that practical observations for assessment are properly observed and signed off.

## The supervisor's role in the practical observation assessment process

A supervisor has the skills to identify competent and repeatable trainee performance as they see it occurring naturally, on the job. Connexis recognises that supervisor on-job observations can make a valid contribution to the assessment process.

### **A supervisor may sign off practical observation assessment sheets, if the assessor agrees**

Some Connexis assessment resources require a minimum of three observations for practical on-job assessments in the particularly in the electrical supply industry. A supervisor, when approved by the assessor, could generally expect to observe and sign off competent performance for up to two of these observations.

### **When is the supervisor acting as the 'Technical Expert/Verifier' for an observation?**

Supervisors are, by industry definition, technical experts. However, in the assessment situation, a supervisor will only be defined as 'The Technical Expert/Verifier' where the assessor appoints them to conduct all observations required by the assessment resource, this may be one or three observations.

Connexis's best practice scenario is for the assessor to directly observe, and sign off, *at least one* practical observation –generally the final observation. If an assessor cannot directly observe *any* of the practical observations required for assessment, they must appoint a person to stand in for them, to carry out at least one observation on their behalf. This person is known as the 'Technical Expert or Verifier'.

The assessor must ensure that the Technical Expert/Verifier has proven technical knowledge, skills and experience in the subject area they are verifying. The Technical Expert/Verifier will ideally be known and trusted by the assessor, as the integrity of the assessment remains the assessor's responsibility. The Technical Expert/Verifier must sign the observer verification and also complete a 'Technical Expert/Verifier' form. The Technical Expert/Verifier might be someone from outside the company, or it could be the person who has already carried out one or two of the observations in their role as supervisor.

#### Notes

- The assessor retains the right to conduct all practical observations themselves.
- An assessor may also call on a Technical Expert/Verifier when the assessment situation requires more technical knowledge or experience than they now currently hold – for example, they may not be familiar with the latest equipment or techniques.
- A Technical Expert / Verifier form is valid for three years, for assessor use as appropriate.

## Supervisor checklist

### trainee observations

#### 1. Prepare to observe the trainee

- The assessor must have approved you to sign-off observations.
- You should know how many observations you can do.
- You should know what you are verifying and understand the assessment conditions.

#### 2. Observe the trainee

- Initial each outcome when you have observed it.
- Some outcomes may require three observations.
- Sign the observation verification block.

#### 3. After observing the trainee

Please would you remind the trainee to:

- attach relevant on-job documentation to their assessment pack
- attach the observation sheets to their assessment pack, if the sheets are separated from the pack
- complete any other assessment tasks required for the unit standard.

*What can you expect from the assessor?*

The assessor should make sure you understand the conditions of the assessment, including what is required to meet industry and company standards for the tasks. You are identifying and authenticating evidence of a trainee's performance for assessment – it is important that you understand the principles behind assessment.

The assessor must also make sure assessment material is completed in accordance with Connexis quality systems and assessment practices.

**Important:** When you sign the observation sheet, you are verifying that the trainee's performance is competent. You are also verifying their competence on behalf of your employer.

*Useful things to remember*

Any prerequisites must be achieved before the trainee can be assessed for the unit.

Trainee Assessment Packs for most Connexis managed unit standards can be downloaded from the Connexis website.

*Please complete all assessment materials clearly.*

Thank you.