

Workplace Assessment A-Z Guide

Your complete guide to national qualifications



What is Assessment?

Evidence Collection

Gathering proof of candidate's performance from various sources.

Standard-Based

Evaluating evidence against agreed national standards.

Recognition

Acknowledging skills people already possess and encouraging development.

National Qualifications Framework

The NZQCF provides nationally recognised standards and qualifications with 10 levels of complexity.



Levels 1-3

Secondary education and basic trades training



Levels 4-6

Advanced trades, technical and business qualifications



Levels 7-10

Graduate and postgraduate standards

Key Assessment Principles



Appropriate

Assessment suited to performance being measured



Fair

Methods don't disadvantage individuals or groups



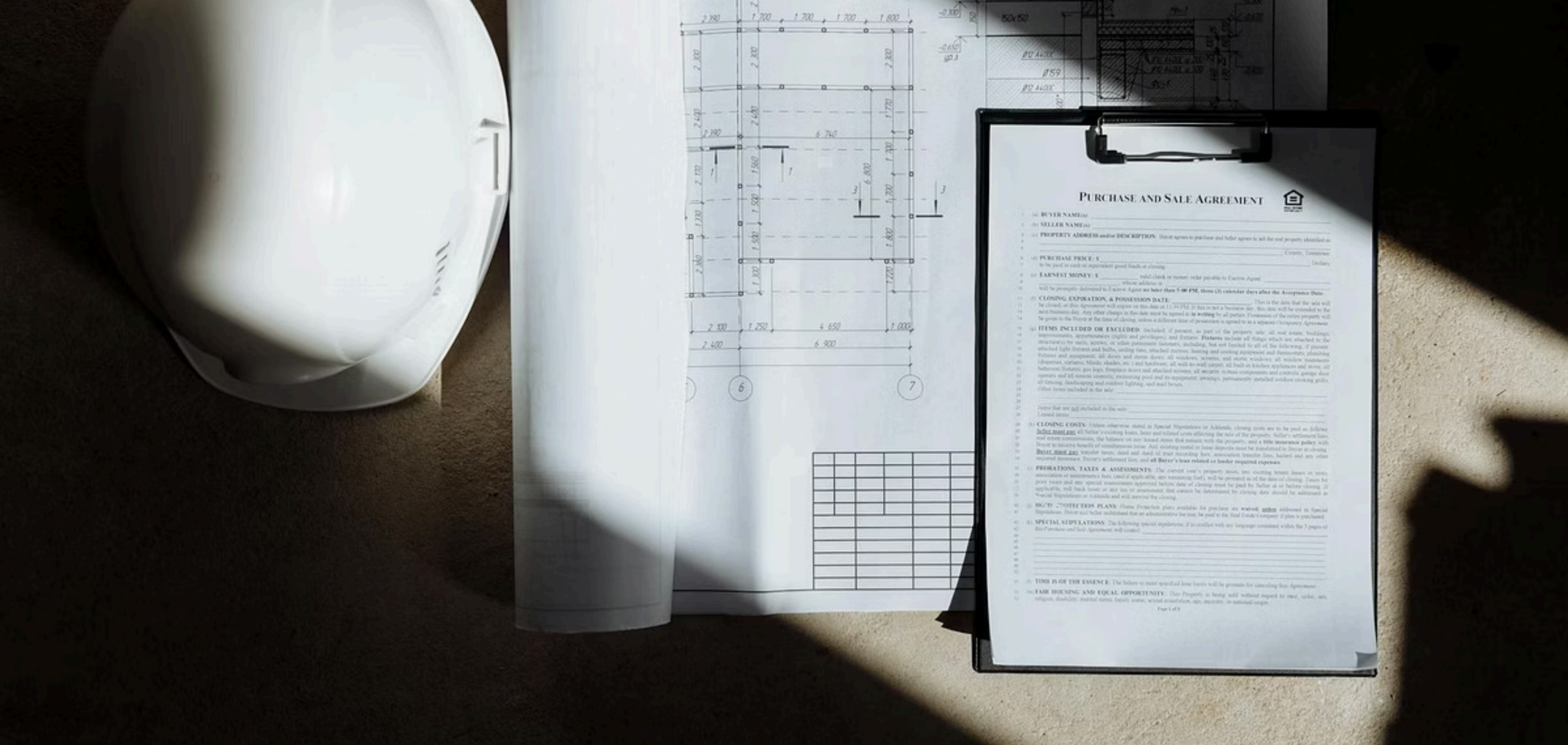
Integrated

Evidence collection linked with normal work



Manageable

Straightforward methods that don't interfere with learning



Evidence Requirements

Valid Evidence

Fit for purpose and directly relevant

Authentic Evidence

Work attributable to the candidate

Sufficient Evidence

Establishes all criteria met with consistency

Direct Evidence

Similar to actual performance conditions

Assessment Planning Steps

01

Analyse Standards

Review unit standard elements and performance criteria

02

Specify Evidence

Link required evidence to assessment context

03

Determine Methods

Establish how evidence will be gathered

04

Set Criteria

Define performance evaluation standards

05

Ensure Quality

Match strategies to quality procedures

Need Expert Guidance?

Always contact [HR Unlocked](#) to ensure you have the latest guidance and support.



Professional Advice

Get expert help interpreting assessment requirements



Tailored Templates

Custom agreements designed for your business

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