



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Train Compilation and Assessment Design

Services / Transport, Operations and Logistics

Unit Standard 260957 · NQF Level 3 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips learners with the skills to compile and design effective training programs and assessments. Participants will learn to align training content with organisational needs, develop valid and reliable assessment tools, and ensure compliance with SAQA standards. The course focuses on practical application to enhance workplace learning and performance.

Category	Services
Subfield	Transport, Operations and Logistics
Unit Standard	260957
Accreditation	SAQA Accredited · NQF Level 3 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply principles of outcomes-based education and training to compile a training program.
- Design assessment instruments that are valid, reliable, and fit for purpose.
- Analyse training needs and stakeholder requirements to inform training design.
- Evaluate assessment results to improve future training and assessment practices.
- Demonstrate understanding of SAQA requirements and quality assurance processes.
- Implement moderation and verification procedures to ensure assessment integrity.

WHO SHOULD ATTEND

- This course is designed for trainers, assessors, training managers, and HR professionals responsible for developing and evaluating training interventions.
- It is also suitable for subject matter experts who need to design assessments for their fields.

COURSE OUTLINE

Day 1: Introduction to Outcomes-Based Assessment and SAQA Context

- Overview of SAQA, NQF, and unit standards.
- Principles of outcomes-based assessment.
- Types of assessment: formative vs summative.
- Roles of the assessor, moderator, and learner.
- Legal and ethical requirements in assessment.
- Introduction to assessment policies and procedures.
- Key terminology: competence, evidence, criteria.

Day 2: Planning and Preparing for Assessment

- Steps in assessment planning.
- Mapping outcomes to assessment criteria.
- Selecting assessment methods: observation, questioning, portfolio, etc.
- Designing assessment instruments: checklists, rubrics, tests.
- Resource requirements and logistics.
- Learner readiness and RPL considerations.
- Documentation: assessment plans, schedules, and agreements.

Day 3: Designing Assessment Activities and Instruments

- Principles of validity, reliability, and fairness.
- Designing practical, oral, and written assessments.
- Creating observation checklists and rating scales.
- Developing questioning techniques for assessment.
- Building portfolio assessment guidelines.
- Integrating integrated assessments.
- Reviewing and refining assessment instruments.

Day 4: Conducting Assessments – The Role of the Assessor

- Setting up the assessment environment.
- Briefing learners and managing expectations.
- Observation techniques and recording evidence.
- Questioning skills: open, closed, probing.
- Handling learner anxiety and special needs.
- Dealing with irregularities and appeals.
- Assessment moderation and verification processes.

Day 5: Evaluating and Providing Feedback on Assessment

- Making judgement decisions: competent / not yet competent.
- Feedback models: sandwich, Pendleton's rules.
- Writing clear and supportive feedback reports.
- Recording assessment results and evidence.
- Learner appeals and reassessment procedures.
- Reflecting on own assessment practice.
- Continuous improvement of assessment instruments.

Day 6: Introduction to Assessment Design – Principles and Process

- Assessment design cycle: analysis, design, development, implementation, evaluation.
- Defining purpose and scope of assessment.
- Determining evidence types: direct, indirect, supplementary.
- Stakeholder involvement in design.
- Quality assurance: moderation and standardisation.
- Documenting design decisions.
- Case study: designing an assessment for a unit standard.

Day 7: Developing Assessment Instruments and Tools

- Detailed instrument development: checklists, rubrics, marking memoranda.
- Designing integrated assessments that combine multiple outcomes.
- Writing clear instructions and scenarios.
- Pilot testing: purpose, process, and analysis.
- Revising instruments based on feedback.
- Developing assessment administration guides.
- Standardisation of assessment tools across assessors.

Day 8: Moderation and Quality Assurance of Assessments

- Moderation principles: fairness, validity, reliability.
- Internal moderation processes: pre-, post-assessment.
- Moderator roles and responsibilities.
- Sampling strategies for moderation.
- Addressing assessor bias and errors.
- External moderation and ETQA audits.
- Record keeping and documentation for QA.
- Continuous improvement through moderation feedback.

Day 9: Advanced Applications and Practical Integration

- Linking training design to assessment: constructive alignment.
- Recognition of prior learning (RPL) assessment design.
- Designing assessment for different learning contexts.
- Evaluating assessment system effectiveness.
- Assessor registration requirements with SETAs.
- Professional ethics and continuing professional development.
- Final project: present a complete assessment design.
- Course review and action planning.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **12 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 33,300.00	R 33,300.00
1	In-House	R 43,300.00	R 43,300.00
1	On-Campus (Pretoria)	R 50,000.00	R 50,000.00

UPCOMING SESSIONS

No sessions are currently scheduled. Please contact us to arrange a session at a time and location that suits your team.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 260957) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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