

**Assessment Skills for Managers**

The CIEA will support the delivery of a number of courses for Assessment Skills for Managers. The course will be modular in nature and is capable of being delivered in a number of twilight sessions or as a single event

**Outline of the course**

The course will cover the following issues:

**1. Preparing for Assessment**

- Developing assessments
- Analysing competencies of team members – ASGA
- Supporting training needs
- Management and leadership
- Resource management
- Quality assurance – assessment policy and procedures
- Administration
- Review and evaluation

**2. Conducting assessment**

- Standardisation procedures
- Moderation procedures, both internally and externally
- Collating data from assessments, both internal and external
- Interrogating data from assessments
- Setting targets
- Monitoring systems and procedures

**3. Feeding Back after assessment**

- Feeding back to the learner – the purpose of the feedback
- Feeding back to other members of the assessment team – the purposes of this type of feedback
- Feeding back to line managers – developing systems and using feedback to inform both the preparation and conduct of assessment
- Feeding back to national bodies

**4. Managing oneself**

- Analysing current status, using the assessment Skills Gap Analysis tool
- Determining needs
- Improving one's skill level
- Analysing performance

## **5. Managing Teams**

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Evaluating the assessment policy, using the CIEA assessment policy tool

Quality assuring internal assessments, using the CIEA quality standards tool

Supporting individual assessors

Supporting assessment teams

A variety of delivery patterns can be arranged to suit your school or college needs. These can range from £195 per delegate to £2,000 for an entire institution. The training can be delivered on site or away from the institution, in conjunction with others or as a personalised event.

For further information, contact Julius Lang, the CIEA Training and Accreditation Manager at the following address: [Julius.lang@ciea.org.uk](mailto:Julius.lang@ciea.org.uk)