Programme and module summaries

Welcome to the CIEA Post-16 Lead Assessor Support Programme

This programme covers key aspects of the assessment process delivered to participants through independent, online learning theory modules developed by CIEA which are accompanied by case studies and activities to support the embedding of theory into practice in the Post-16 sector, including vocational and independent training providers delivering professional competency qualifications. This online course includes video content, links to resources, and reading suggestions which you can work through at your own pace over 8-10 weeks. You will be invited to participate in discussion threads with colleagues and dedicated Course Leaders will be on hand to support you as you work through the modules. There will be a live question and answer session each fortnight hosted by a CIEA Course Leader, who will encourage participants to share experiences and best practice, and to ask questions.

Module 1: Registration and Launch Webinar

You will be asked to complete the following activities in this module:

- Register for the programme and accept your invitation to join Canvas

- Complete a pre-programme survey

- Watch the CIEA Trustee and Course Leader video introductions

- Introduce yourself to your Course Leaders and fellow participants

- Watch the Delegate and Canvas Orientations (before the launch webinar)

- Carry out some pre-programme reading

- Attend the live launch webinar, to meet the Course Leaders and other participants

Module 2: Approaches to Assessment

In this module, we will use a **30-minute tutorial to** introduce the idea of the **validity chain** in a Post-16 context (construct relevance, authenticity, manageability, fairness, bias, comparability, reliability), emphasising the links/overlaps between these aspects and that they cannot easily be separated or treated in isolation. The validity chain also includes **VARCS** (validity, authenticity, reliability, currency, and sufficiency) which relates to the individual educational assessments or assignments. We will provide **definitions of technical terms**, use **relevant examples,** and encourage you to think about how to apply the **theoretical principles** in your own assessment context. We will also explore a vocational assessor's approach to assessment in the Post-16 Sector and consider their biggest challenges and some helpful solutions in relation to the validity chain. You will be invited to a live interactive 45-minute Q&A forum which will focus on Approaches to Assessment, including discussion of participants' **biggest challenges** (and if possible helpful solutions!) in relation to their own Approaches to Assessment.

Module 3: Standardisation & Moderation

In this module, the **30-minute tutorial** will build on the language and concepts introduced in Module 2 to explore how to **set and apply standards** and how to **carry out moderation** in the Post-16 context. This will **support** you in understanding the importance of planning and implementing good procedures to set and maintain standards as part of the process of **ensuring fairness** to all learners. We will also consider one assessor's current approaches and top tips in relation to standardisation and moderation. You will be invited to a live interactive 45-minute Q&A forum which will focus on Standardisation & Moderation, including discussion of participants' **current approaches** and **top tips** in relation to Standardisation & Moderation.

Module 4: Using Data

The 30-minute tutorial for this module will focus on the **specialist terminology** used in relation to **data and assessment theory**, and how to **understand and make best use of the data** associated with assessments when assessing, standardising and moderating assessments in the Post-16 Sector. The theory will be supported by activities and real-life examples of the use of data in assessments, including a case study about how data can be used to draw out the key messages and determine what questions could be asked about the data. You will be invited to a live interactive 45-minute Q&A forum which will focus on Using Data, and how individual participants use data in their assessment contexts to draw out **key messages** and determine **what questions could be asked about the data**.

Module 5: Leading the Assessment Process

This module includes the final 30-minute tutorial which highlights the skills related to **effective people management** (oneself, teams, and others) and **successful change management**, in relation to leading the assessment process. This entails developing and fostering good communication skills, behaviours, and attitudes in your assessment context, to include consideration of a vocational assessor's experience of managing people, managing change, and being persuasive in your vocational assessment context. You will be invited to a final live interactive 45-minute Q&A forum which will focus on Leading the Assessment Process, and encourage participants to consider key questions such as:

- How have you managed change in your workplace and what's your top tip for others trying to do so?

- How are you persuasive in your current role?

Module 6: Feedback & Evaluation

In this final module, you will be asked to complete some final activities including: