

5. Assess learning

Importance

The impact of mastering these competencies is that you:

- Support participants in their efforts to achieve the learning objectives.
- Provide feedback and coaching to help participants improve their performance.

Supporting competencies and tasks

These tasks contribute to mastery of the supporting competencies (in bold). Put a check mark next to each task or subtask within the supporting competency as you complete it:

5a	Confirm that participants have prerequisite skills and knowledge
▶	Assess whether participants have prerequisite skills and knowledge (for example, administering pre-tests, checking human resources records, completion of prerequisites)
▶	Address gaps in prerequisite skills and knowledge (for example, ask participants to re-enroll when ready, provide participants with additional resources, refer participants to additional learning)
5b	Assess individual achievement of learning objectives
▶	Conduct formal or informal assessments as designed to assess performance on each learning objective (for example, test questions for comprehension, observation of practice or role play for application)
▶	Evaluate achievement of each learning objective before moving to the next learning objective
▶	Provide post-assessment feedback and coaching
▶	Provide additional opportunities for learning and practice, as required

Key outputs and assessment criteria

Mastering these competencies typically involves the following outputs. The assessment criteria indicate what would make the output appear to be high in quality.

KEY OUTPUTS	ASSESSMENT CRITERIA
Qualified class list	Individual participants meet entry criteria for learning
	Individual participants have completed prerequisite learning
Assessment of individual learner performance	Individual participant performance is assessed against each learning objective
	Individual participant performance is assessed, as designed
Feedback and coaching on performance provided to participants	Feedback is specific, balanced, constructive, confidential, and respectful
	Feedback is related to learning objectives
	Coaching provides corrective action where required