

HUMAN DEVELOPMENT SERVICE DELIVERY PROJECT

ENHANCING THE SYSTEM'S CAPACITY FOR TVET DELIVERY

Terms of Reference

Provision of Training in Assessment and Verification

SVG-HSDP-INDV-42

1.0 INTRODUCTION

The Government of St. Vincent and the Grenadines (GOSVG) has received funding from the World Bank (WB) toward the implementation of the Human Development Service Delivery Project (HSDP). The project is designed to strengthen the quality of service delivery in education, improve the efficiency of social protection systems, and improve the effectiveness of labour market systems.

The project will be implemented by the Ministry of Finance, Economic Planning, Sustainable Development and Information Technology. The other participating ministries are the Ministry of Education, National Reconciliation and Ecclesiastical Affairs, and the Ministry of National Mobilization, Social Development, Family, Gender Affairs, Persons with Disabilities and Youth.

The project is structured around four components. The first component will provide support for pedagogy for basic and special needs education; the second component will build responsive social protection service delivery systems; and the third component will strengthen labour market systems for improved skills training of poor and vulnerable populations. The fourth component will support project implementation, monitoring and evaluation.

Sub-component 3.1.2, enhancing the system's capacity for technical and vocation education and training (TVET) delivery will address the long-term and short-term capacity-building needs for expanding access to TVET programs and improving the learning environment of TVET instruction and management. This includes improving the human resource capacity for TVET training and administration. This activity will include training for approximately 100 master assessors, assessors and verifiers to support implementation of Caribbean Vocational Qualifications (CVQs) in SVG as well as skills upgrades for 40 TVET instructors.

Practicing TVET teachers under the Ministry of Education system are typically Associate Degree holders who graduate from the community college, or degree holders who graduate from universities. However, irrespective of their qualifications, most of the newly-qualified TVET teachers are still in need of assessor training in order to better serve their respective students and institutions as CVQ assessors and verifiers.

2.0 OBJECTIVES

This consultancy will support the implementation of TVET activities under Component 3 with specific emphasis on improving skills training, assessment and verification leading to CVQ certification within SVG. The Project will also support the National Qualifications Department

within the Ministry of Education in strengthening the certification framework by financing technical assistance and training to fill remaining gaps in service delivery. Accordingly, the GOSVG is seeking the assistance of a master trainer in St. Vincent and the Grenadines to deliver training in assessment and verification.

Specifically, the purpose of the training is to empower one hundred (100) TVET teachers/instructors and industry persons to perform assessments and verification using the Competency Based Education, Training and Assessment (CBETA) approach for the delivery of CVQ programs and to be certified as Master Assessors, Assessors and Verifiers to support implementation of CVQs in schools.

3.0 SCOPE OF WORK

The training will be done in workshop sessions and will focus on the following:

1. Training of TVET instructors/teachers in the process involved in the delivery of programmes for CVQ;
2. Training and certification of persons to serve as assessors for TVET programmes;
3. Training of Master Assessors (persons in the full CVQ in assessment who can be appointed to train other assessors);
4. Training and certification of persons to serve as Internal and External Verifiers of the assessments done by the assessors;
5. Training of persons to use facilities standards to conduct audits,

3.1 Deliverables of the training consultancy for assessors and verifiers

Deliverables for the training of assessors and verifiers are as follows:

1. Train Participants in the five (5) core units of competence from the qualification plan for CVQ Level 4 in Assessment. These units are:
 - a. Develop Assessment Procedures,
 - b. Develop Assessment Tools,
 - c. Plan Assessment,
 - d. Conduct Assessment and
 - e. Review Assessment
2. Assess participants in the planning and conducting of a practical assessment activity in a real work environment or training institution.

3. Guide participants in the development of the portfolio in keeping with the guidelines established by the SSDA/NQD.
4. Assess the portfolio of the participants for the five (5) core units in the qualifications (CVQ level 4 in Assessment) to ascertain competence and for certification.
5. Provide the participants with an understanding of the IV/EV processes, PLAR, and facilities audit.
6. Provide evidence to the SSDA/NQD on the evaluated competence of the participants along with an evaluation of the training workshop in a report.
7. To complete the following within the given time frame:
 - a. Eight (8) days for Assessor training, including training for Internal Verification (IV) and External Verification (EV) Processes, Prior Learning Assessment and Recognition (PLAR), facilities audit and a special session on Aligning Teaching and Assessment.
 - b. Three (3) days to complete the assessment of participants' Assessment Practicum and for the participants to pilot a set of assessment tools.
 - c. Two (2) days for review, interviews and assessment of portfolios.

3.2 Master Assessor Training

Participants in the Master Assessor Workshop will be drawn from among those assessors who have already obtained unit awards for the Level 4 mandatory units and are looking to complete the full Level 4 qualification. They would also have a background in training. The duration of the workshop is two (2) days with one (1) day for training and the other for presentations. During the days of training, the following will be covered:

- Developing assessment procedures
- Principles guiding the development of tools and the use of the Portfolio Guide
- The validation process
- Piloting of tools and the interpretation of the 'Review Template'.
- Plan Assessment and strategies to developing the plan
- Conduct Assessment- the use and interpretation of the documents
- Review Assessment
- Quality Assurance and its guiding principles

Table 1: Master Assessor Training agenda

Time	Day 1	Day 2	Day 3
9:00-10:30	The Process Roles of the SSDA/NQD in Certification Who's who in the process CBET Based TVET process	Quality Assurance in CBETA Training Delivery Development	Work Projects Presentations
10:30-10:45	BREAK	BREAK	BREAK
10:45-11:40	Assessor Roles and responsibilities Competency Standards Adult learning Principles Types of assessment Model of the assessment process Principles of Assessment	Requirements for Certification in CVQ Assessment IV Collecting and Presenting Evidence	Work Projects Presentations
11:40-12:30	Developing Assessment Tools Plan Assessment	Group Activity and Presentations Conducting Assessments	Work Projects Presentations
12:30-1:15	LUNCH	LUNCH	LUNCH
1:15-2:30	Conduct Assessment Record and provide feedback Review Assessment	Group Activity and Presentations Deliver Training Sessions to small groups	Work Projects Presentations
2:30-3:00	Wrap up Session	Work Projects - Discussion Wrap up session	Follow up Activities

3.3 Assessor training

Training for new assessors in the five (5) mandatory units of CVQ Level IV will also be facilitated. The training will include the following:

1. Training Sessions
 - a. Competency Based Assessment
 - b. Analysing Occupational Standards
 - c. Assessment Methods
 - d. The Assessment Process
 - e. Planning, Assessment and Evidence Gathering
 - f. The People involved with NVQs
 - g. The Principles of Assessment
 - h. Types of Evidence
 - i. Developing Assessment Tools
 - j. Piloting of Tools
2. Conduct and review of assessments and the roles and responsibilities to be performed as assessors
3. Portfolio Building

4. Quality Assurance Procedures

Upon successful completion, the candidates will be able to claim the following units from the respective CVQ standards:

CVQ Level IV in Assessment

- Develop Assessment Procedures,
- Develop Assessment Tools,
- Plan Assessment,
- Conduct Assessment and
- Review Assessment

3.3.1 Assessment of Participants (Assessor Training)

Table 2: Assessor training agenda

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Other Activities (3 days)
Assessor Orientation: Occupational Standards	Develop Assessment Tools	Plan Assessment	Conduct Assessment	Record and Report Assessment	Quality Assurance: The Verification Process	<ul style="list-style-type: none"> • Piloting of Tools • Practicum • Submission of Portfolios • Portfolio Interviews
Aligning Teaching/Learning and Assessment Principles of Assessment	The Dimensions of Competency unpacked	Plan Assessment	Conduct Assessment	Forms used to record and report Assessments	Quality Assurance: Verification & Facilities Audit	
The Assessment Process	Working Session: Develop Assessment Tools	Plan Assessment: The Forms Used	Conduct Assessment	Review Assessment	Prior Learning Assessment and Recognition (PLAR)	
Develop Assessment Procedures	Working Session: Develop Assessment tools	Plan Assessment with a candidate: A practical Approach	Conduct Assessment	Working Session with Practicum Instrument	Review of Training Next Steps	

All participants are expected to complete and submit a portfolio of evidence relating to units being claimed for certification. Participants will have the opportunity to resubmit portfolios which have not met the requirements.

3.4 Verifier Training

Internal Verifiers:

The persons to be trained as Internal Verifiers must have knowledge on the skill area for which they are verifying and must first be trained as an assessor. Upon completion, the candidates will be able to claim the following units from the respective CVQ standards:

Level IV in Assessment Verification (Internal)

- Conduct internal quality assurance of the assessment process
- Manage the assessment system

External Verifiers

The persons to be trained as External Verifiers are skilled persons from industry. These persons must first be trained as assessor. Upon completion, the candidates will be able to claim the following units from the respective CVQ standards:

Level IV in Assessment Verification (External)

- Conduct external quality assurance of the assessment process
- Manage the assessment system

Table 3: Verifier Training Agenda

Day 1	Day 2	Day 3
Objectives	Review of Day 1	Review of Day 2
Review of the assessment Process	Manage the Assessment System	Role of the External Verifier
Role of the Internal Verifier	Manage the Assessment System	External Verification Process
Internal Verification Process	Internal Verification Reports	Verifying assessment decisions
Sampling Strategy	Internal Verification Reports	Evaluating the effectiveness of external quality assurance of the assessment process
Developing and Supporting Assessors	Complete Internal Verification Reports	External Verification Reports
Managing the quality of N/CVQ delivery	Complete Internal Verification Reports	Complete External Verification Reports

4.0 DURATION

The total duration of the consultancy will be 3 years based on satisfactory performance of each round as ascertained through feedback from participants (trainees) and the NQD.

During this period, the CBETA master trainer consultant will be required to perform three rounds of training as reflected in the Table below:

Table 4: Training Cycle Duration

	Activity	Time Frame (days)	Hours	Training Cycle/Candidates			Total
				1 st	2 nd	3 rd	
1	Master Assessor Training	2	6	8	6	6	20
2	Assessor Training	6	36	18	16	16	50
3	Internal/External Verifier Training	3	18	10	10	10	30

5.0 QUALIFICATIONS AND EXPERIENCE

The CBETA Master Trainer should possess:

1. At least a Bachelors Degree in Education or a related field
2. A full CVQ level IV certificate in Assessment/training
3. Must be a trained external verifier
4. At least 5 years' experience conducting assessment and verification.
5. Experience in conducting Assessor /Verifier training
6. Good understanding of CVQ standards and quality assurance procedures.
7. Good communication skills.

6.0 REPORTING

The consultant will be required to provide a report within two weeks of the completion of each cycle of training activities which will include:

1. Background and objectives
2. Methodologies used, any deviation from what was proposed and reasons for the deviation
3. Outputs and match with the expected outputs;
4. Evaluation by the consultants (including lessons learnt, challenges encountered and strategies used to deal with challenges)
5. Suggested strategies for sustainability.