



Develop and Conduct Assessment

Objective

This course is designed to provide participants with knowledge on assessment and skills to construct test items to assess learners' achievement in theoretical knowledge and practical skills. It is directed, in particular, towards in-company trainers who are or will be involved in setting test papers leading to ITE certificates as well as for in-house tests.

Who Should Attend

Supervisors, coaches and trainers who are tasked to develop and construct assessments.

IMPORTANT: The TTT Programme is offered to companies participating in ITE's Training schemes, and also to those who are sponsored by their organisations.

Admission Guidelines

Course participants should:

- Be able to communicate with others effectively in English
- Be able to listen, speak, read and write English proficiently in a clear and confident manner
- Be keen to facilitate learning and assess adult learners through the design, reflection and continuous improvement of learning activities in an array of learning settings such as classroom, workplace and blended learning contexts.
- Possess appropriate level subject matter specialisation and industry experience, relevant for the design, facilitation and assessment of learning
- Possess basic information and communication technology (ICT) skills, eg skilled in Microsoft Word, Microsoft PowerPoint, etc
- Be able to source and analyse relevant materials from the workplace, library, internet or online databases for design and development of learning resources

Content

- Formulate assessment scheme
- Develop theory assessment specifications
- Develop theory test paper
- Perform item analysis
- Design practical assessment specifications
- Construct practical test paper
- Conduct assessment of learners



TRAIN THE TRAINER PROGRAMME

Assessment

- Assessment via in-course assignments (**Participants are required to sit for a 1 hour written test and submit all assignments on the last day of course**).

Participants are encouraged to bring along a laptop for the preparation of course assignments.

Certification

Participants will be awarded with the Industry Trainer Module Certificate in Develop & Conduct Assessment if they satisfy 80% of the attendance and pass the assessment at the end of the course.

Course Details

Duration:	21 hours (3 days), 9.00 am to 5.30 pm (Classroom Training Hours: 17.5) (Assessment Hours: 3.5)
Mode of Training:	Classroom
Course fee (inclusive of GST):	Nett Fee – \$290.70 (<i>for eligible company-sponsored trainees</i>) Full Fee – \$545.70

Fundings (for company-sponsored trainees only)

- *Funding Validity Period: Till 31 Oct 2020*

Singapore Citizens (SCs) and Permanent Residents (PRs) are eligible for a funding support of 50% of course fees, capped at \$15 per funded training hour.

SCs and PRs who are sponsored by SMEs, or those who are eligible for Mid-career Enhanced Subsidy (MCES) or Workfare Training Support (WTS) schemes enjoy higher funding support.

(SkillsConnect Course ID: CRS-N-0041835)

Course Application

Apply via <http://bit.ly/2lpvftj> or scan the QR code to apply for course.

