

1-Day TAQA Assessor — Lesson Plan

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Course: TAQA Assessor	Duration: 1 Day (6 hours)	Max Delegates: 12	Level: Introductory/Intermediate
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Session Schedule

Time	Topic	Activities	Resources
09:00-09:30	Welcome & Introductions	Icebreaker, course overview, housekeeping	Group discussion Flipchart
09:30-10:30	Assessment Principles	Types of assessment, VACR principles, legislation, equality and diversity	Presentation Slides, handouts
10:30-10:45	Break		
10:45-12:00	Assessment Methods	Direct observation, professional discussion, questioning, work products	Workshop + discussion Case studies
12:00-12:45	Lunch		
12:45-13:45	Planning Assessments	Assessment plans, agreeing evidence requirements, scheduling	Practical exercise Assessment plan templates
13:45-14:30	Making Decisions & Giving Feedback	Judging evidence, making decisions, written and verbal feedback	Role play + discussion Feedback templates
14:30-14:45	Break		
14:45-15:30	Records & Quality Assurance	Assessment records, IQA process, malpractice, appeals	Presentation + Q&A; Record templates
15:30-16:00	Assessment & Certification	Multiple choice quiz, feedback forms, certificates	Written assessment Quiz papers

Assessment & Certification

<ul style="list-style-type: none"> • Multiple choice knowledge assessment (15 questions, 80% pass mark) • Practical observation checklist • Delegate feedback form • CPD certificate issued on successful completion 	<p>Certification Body: SafeCert Awards / TQUK</p> <p>Certificate Valid: 3 years</p> <p>Renewal: Refresher course available</p> <p>More info: https://taqaassessor.co.uk</p>
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