



# Recognition

## Getting the evidence organised

**Certificate IV in Training and Assessment TAA40104 - Evidence Planner**  
**Details of the units of competency can be accessed at [www.ntis.gov.au](http://www.ntis.gov.au)**

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## Core units of competency

### TAAASS401A PLAN AND ORGANISE ASSESSMENT

*This unit specifies the competence required to plan and organise the assessment process in a competency-based assessment system*

Element (check Performance Criteria PC's)	Evidence	Explanation	Code
EI 1 Determine focus of assessment			
EI 2 Prepare the assessment plan			
EI 3 Contextualise and review assessment plan			
EI 4 Organise assessment arrangements			

### TAAASS402A ASSESS COMPETENCE

*This unit specifies the competence required to assess the competence of a candidate.*

Element (check Performance Criteria PC's)	Evidence	Explanation	Code
EI 1 Establish and maintain the assessment environment			
EII 2 Gather quality evidence			
EI 3 Support the candidate			
EI 4 Make the assessment decision			
EI 5 Record and report the assessment decision			
EI 6 Review the assessment process			