



KSU BOARD OF ASSESSORS' TRAINING PROGRAM

The training program has been divided into 3 workshops (3 days + 3 days + 3 days) with all assignments as MANDATORY to attend the next workshop. Only participants who complete and submit the assignment on time is eligible for the next workshop.

SCHEDULE AND DETAILS OF THE WORKSHOPS

FIRST WORKSHOP: (THREE DAYS)

WORKSHOP GOALS

Over all goals of the three days workshop are as follows:

- Understanding the roles of an assessor, quality audit, assessment and assurance
- Understanding of the QMS 3 stages cycle and eQMS
- Understanding of the Rubrics of an Internal Quality Assurance and the KSU – QMS Quality Performance Model and its Standards, Criteria and Items
- Understanding & applying the principles of using ADLI (for Processes) and LeTCI (for Results) of KSU – QMS for assessing the performance of a unit
- Understanding “good practices” and using templates in providing Value – added comments to the unit

LEARNING OUTCOMES

Participants are expected to be able to:

- Comprehend the roles of an assessor, quality audit, assessment and assurance
- Know the Rubrics of an IQA and KSU – QMS Quality Performance Model and its Standards, Criteria and Items
- Understand the fundamentals of assessment using the Standards, Criteria and Items of the KSU – QMS to determine whether the unit has met the requirements
- Use the principles of ADLI (for processes) and LeTCI (for Results) of KSU – QMS for assessing the performance of a unit
- Comprehend “good practices” and use of templates in providing Value – added comments to the unit

LEARNING ACTIVITIES (DURING THREE DAYS)

Session 1.1: Understanding the Criteria and Assessment of KSU-QMS.

- Roles of being an Assessor
- Understanding the rubrics of an IQA
- Review of the KSU - QMS Model for Performance Excellence
- Guidance on the KSU – QMS Standards, Criteria

Hands-on Practices 1.1: Understanding the Criteria and Assessment

Session 1.2: Guidance on Scoring System for Process and Result – based Criteria

Hands-On Practice 1.2: Guided Practice in Evaluating and Scoring a Process and Result – based Criteria

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Session-1.3: Guidance on Writing Comments for Process and Results – based Criteria

Hands-On Practice 1.3: Guided Practice in Writing Comments for Process and Results – based Criteria

FOLLOW UP ASSIGNMENT:

Mandatory Requirement to attend the SECOND workshop

Take Home Individual Assignment (two-week time frame):

Required Work: Evaluate and assess and Score the performance of Standard 3 and write Value – Added feedback comments based on the assessment.

Required Submission: Submit only the Performance Scoring worksheet and Value-added feedback comment of the Strengths and OFI (Opportunities for Improvements) for Standard 3.

Important Note: ASSIGNMENTS

1. Any participants found copying OR those allowing friends to copy will be DISQUALIFIED immediately from the program.
2. ALL work assignment must be the “best” effort of each participant.
3. ALL assignments must be submitted by agreed upon due dates.
4. ALL assignments must represent the “ORIGINAL” work of each participant.

SECOND WORKSHOP: (THREE DAYS)

WORKSHOP GOALS

Over all goals of the two days workshop are as follows:

- Understanding of the Six Steps Evaluation and Assessment of Independent Review (IR)
- Understanding of Sections A to G and its uses in identifying Key Factors
- Possessing In-depth knowledge and practices of the IR through the use of the IR worksheets
- Understanding “good practices” further and be more proficient in using templates in writing Value – added comments

LEARNING OUTCOMES

Participants are expected to be able to:

- Capable of using the Six Steps Evaluation and Assessment of Independent Review (IR)
- Demonstrate comprehension of Sections A to G and skills in writing its Key Factors
- Use the Individual Review (IR) worksheets for the IR and in the use of templates in writing Value – added comments

LEARNING ACTIVITIES (DURING THREE DAYS)

Session 2.1:

- Reviewing the previous training on Assessment Requirements
- In-depth knowledge of Sections A to G and the importance of Key Factors

Hands-On Practices 2.1: Guided Practice in Identifying the Key Factors in Individual Review, developing “Gists” and using “Gists”

Session 2.2: Guidance on Writing Comments for Process – based Criteria in IR worksheets

Hands-On Practices 2.2: Guided Practice in using performance Scoring Worksheet

Hands-On Practices 2.3: Guided Practice in Writing Comments for Process – based Criteria in IR worksheets

Session 2.3: Guidance on Writing Comments for Results – based Criteria in IR worksheets

Hands-On Practices 2.4: Guided Practice in Writing Comments for Results – based Criteria in IR worksheets

FOLLOW UP ASSIGNMENT

Mandatory Requirement to attend the THIRD workshop

Take Home Individual Assignment (1 month time frame):

Required Work: Evaluate, Assess and Score the performance of Standard 4 supported by the IR Worksheets and write Key Factors and the Value – Added feedback comments based on the assessment.

Required Submission: Submit all the supporting IR worksheets used to audit and assess the performance of Standard 4, and Key Factors and the Value-added feedback comment of the Strengths and OFI (Opportunities for Improvements)

Important Note: ASSIGNMENTS

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3. ALL assignments must be submitted by agreed upon due dates.
4. ALL assignments must represent the “ORIGINAL” work of each participant.

THIRD WORKSHOP: (THREE DAYS)

WORKSHOP GOALS

Over all goals of the three days workshop are as follows:

- Organizing and Managing Team for Consensus Review (CR)
- Acquiring In-depth knowledge and practices of the CR through the use of the CR worksheets
- Understanding “good practices” and proficient use of templates in writing Consensus Value – added comments
- Developing Key Themes

LEARNING OUTCOMES

Participants are expected to be able to:

- Develop an understanding of team requirements for Consensus Review (CR)
- Use the CR worksheets for the Consensus Review and the use of templates in writing Consensus Value – added comments
- Identify ways to find SVI (Site Visit Issues)
- Demonstrate skills in the writing of Key Themes
- Produce the whole QPAR (Quality Performance Assessment Report).

LEARNING ACTIVITIES (DURING THREE DAYS)

Session 3.1: Reviewing the previous training on Individual Review (IR)

Hands-On Practices 3.1: Guided Practice in developing Consensus Key Factors

Session 3.2: Guidance on Writing Consensus Comments for Process – based Criteria

Hands-On Practices 3.2: Guided Practice in Writing Consensus Comments for Process – based Criteria

Session 3.3: Guidance on Writing Comments for Results – based Criteria

Hands-On Practices 3.3: Guided Practice in Writing Comments for Results – based Criteria

Session 3.4

- Reviewing the work and calibrating their work
- Sharing and learning from each team’s team lead
- Identification of Key Themes.

Hands-On Practices 3.4: Guided Practice in Writing Key Themes

Session 3.5: Guidance on developing SVI

Hands-On Practices 3.5: Guided Practice in Writing SVI

FOLLOW UP ASSIGNMENT

Mandatory Requirement to be appointed to KSU Board of Assessors.

Take Home Team Assignment (3-week time frame):

Required Work: As a team, arrive at a consensus Evaluation, Assessment and Scoring of the performance of Standard 4 supported by the Consensus Worksheets and the consolidated SVI in the SVI worksheet and write Consensus Value – Added feedback comments based on the assessment in the QPAR.

Required submission: Submit all the supporting worksheets used to auditing and assessing the performance of Standard 4, and the Consensus SVI in the SVI worksheets and write the Consensus Value-added feedback comment of the Strengths and OFI (Opportunities for Improvements) in the QPAR

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3. ALL assignments must be submitted by agreed upon due dates.
4. ALL assignments must represent the “ORIGINAL” work of each participant.

CERTIFICATE AWARD CEREMONY