



Qualsafe Level 3 Award in  
**Assessing Vocationally  
Related Achievement (RQF)**

**Qualification Specification**

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## Key qualification information

Qualification number:	603/0923/4
Operational start date	20 <sup>th</sup> December 2016
Total Qualification Time (TQT):	90
Guided Learning Hours (GLH):	54
Credit value:	9
Number of units:	2 mandatory units
Assessment Methods:	<ul style="list-style-type: none"> <li>• Theory assessment – Workbooks x 2, which include: <ul style="list-style-type: none"> <li>– Assignments</li> <li>– Practical assessment</li> </ul> </li> </ul>

## Qualsafe Awards

Not only is Qualsafe Awards (QA) one of the largest Awarding Organisations (AO) in the UK, we are also the biggest AO for First Aid qualifications, making us an extremely trusted and recognisable name that employers look for when selecting a training provider.

We are recognised and regulated by the Office of Qualifications and Examinations Regulation (Ofqual), Qualifications Wales and the Northern Ireland Council for the Curriculum, Examinations and Assessment (CCEA). This means we can offer Centres an extensive range of qualification suites including First Aid; Prehospital Care; Health and Safety; Mental Health First Aid; Licensing; Food Safety; Fire Safety; Education and Training; Manual Handling; and Health and Social Care.

With a specialist team of subject matter experts on hand to support our Centres, including A&E Consultants, doctors, paramedics, nurses, physiotherapists and specialists in the other sectors such as mental health, you can be confident that you are truly working with the industry experts.

## Qualification overview

This qualification forms part of the QA Education and Training suite of qualifications. The qualification and learning outcomes are based on the National Occupational Standards for Learning and Development.

This QA qualification is designed to provide Trainee assessors with the knowledge, understanding and skills to effectively use a variety of assessment methods to assess learners working towards vocationally related qualifications that are delivered and assessed in a classroom or other training environment. The qualification can be used, alongside occupational competence (and any other role specific requirements), to assess Learners' competence in sector specific qualifications. It is a knowledge and practical based qualification and requires Trainee assessors to have access to learners completing vocationally related qualifications in order to generate the evidence required to complete this qualification.

This qualification specification provides information for Centres about the delivery of the Qualsafe Level 3 Award in Assessing Vocationally Related Achievement (RQF) and includes the unit information, assessment methods and quality assurance arrangements.

### Objective

The objective of the qualification is to benefit Trainee assessors by enabling them to attain the knowledge, understanding and ability to perform the role of Assessor in order to carry out assessments of vocational skills, knowledge and understanding in environments other than the work environment, e.g. a classroom or other training environment. It will help the Trainee assessor to build an understanding of the principles and practices of assessment and how to assess vocational skills, knowledge and understanding. It teaches Learners how to use the following assessments (although not all these require performance evidence):

- Assessment of the Learner in simulated environments
- Skills tests
- Oral and written questions
- Assignments
- Projects
- Case studies
- Recognising Prior Learning

## Intended audience

This qualification provides the knowledge, skills and understanding for individuals wishing to undertake qualification assessment of vocationally related qualifications for which they are occupationally competent to deliver/assess. Trainee assessors might include individuals who currently work in a mentoring/teaching/training capacity wanting to develop their knowledge and skills of competence-based assessment in a vocational setting.

## Structure

This qualification contains 2 mandatory units with a Total Qualification Time (TQT) of 90 hours. Full details of these units are in *Appendix 1*.

Trainee assessors must complete all assessments in the units successfully within the registration period to achieve the qualification. The maximum period to achieve this qualification, including any referrals is 24 months.

TQT is the total number of hours required for a Trainee assessor to achieve this qualification. It has 2 elements:

- Guided Learning Hours (GLH) is the time a Trainee assessor is being taught and assessed under the immediate guidance of a Trainer/Assessor, which for this qualification is 54 GLH (minimum), and
- The number of hours a Trainee assessor will reasonably be likely to spend in preparation and study as directed by but not under the immediate guidance or supervision of a Trainer, e.g. pre-course reading, which for this qualification is 36 hours

## Relationship with other related qualifications

This qualification links closely to other assessment-based qualifications, as identified in the diagram below:

	Understanding the principles and practices of assessment	Assess vocational skills, knowledge and understanding	Assess occupational competence in the work environment
Level 3 Award in Understanding the Principles and Practices of Assessment (RQF)	✓		
Level 3 Award in Assessing Vocationally Related Achievement (RQF)	✓	✓	
Level 3 Award in Assessing Competence in the Work Environment (RQF)	✓		✓
Level 3 Certificate in Assessing Vocational Achievement (RQF)	✓	✓	✓

Achievement of these units may be accepted as Recognition of Prior Learning (RPL) toward the other listed qualifications.

## Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is a process for recognising any learning undertaken and/or assessments attained by a Learner. The Learner must prove they have met some or all the learning outcomes and/or assessment criteria for this qualification before RPL can be considered.

Any evidence submitted as RPL must be valid, authentic, reliable, current, sufficient and specific.

In some cases, Centres may need to produce mappings against QA learning outcomes and assessment criteria to confirm comparability of qualification certificates and/or evidence being submitted. Mapping templates created by QA must be used for this process. Please see the *QA Recognition of Prior Learning (RPL) Policy* for further details.

RPL is considered for this qualification with the following potential outcomes:

- Reduction or exemption of learning outcomes or Guided Learning Hours for the units
- Exemption of all assessments for the units

RPL for this qualification **must** be approved by QA prior to implementation. Note: Charges may apply.

## Entry requirements

Trainee assessors must be at least 19 years old on the first day of the training.

Trainee assessors must have access to learners completing vocationally related qualifications in order to generate the evidence required to complete this qualification.

There are no other formal entry requirements but to benefit from the learning we advise that Trainee assessors have a minimum of Level 2 in literacy or equivalent.

## Progression

The Qualsafe Level 3 Award in Assessing Vocationally Related Achievement (RQF) may support progression with training into the area of internal quality assurance, example qualifications include:

- Level 3 Certificate in Assessing Vocational Achievement (RQF)
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (RQF)
- Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice (RQF)
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (RQF)

## Requalification requirements

It is not a requirement for Trainee assessors to renew this qualification, however we recommend they keep up to date with current practice in assessment through regular participation in continuing professional development (CPD).

# Qualification approval requirements

Qualsafe Awards require the Centre to:

- Have appropriate policies, systems and procedures in place
- Appoint suitable individuals from their personnel team to train, assess and quality assure their QA qualifications, and
- Have suitable and adequate venues, equipment and learning resources

In order to secure and maintain approval from QA, Centres need a minimum staffing requirement for each qualification suite they deliver, which for this qualification is:

<b>One Trainer/Assessor</b>	Responsible for the delivery and assessment of qualifications
<b>One Internal Quality Assurer</b>	Responsible for quality assuring the delivery, assessment and awarding of this qualification

QA requires the Centre staff to read and understand QA's key policies and procedures, and to abide by their contents.

## Trainer

All Trainers should have the skills, knowledge and experience to be able to teach and demonstrate the subject. Each Trainer must be approved by QA and provide evidence of:

- A teaching or training qualification, see *Teaching qualifications* table
- Relevant teaching experience in an educational setting, and
- Keeping up to date with the subject area and provide evidence of CPD

Teaching qualifications	
B.Ed – Bachelor of Education	CTLLS – Certificate in Teaching in the Lifelong Learning Sector
Cert Ed – Certificate Education	DTLLS – Diploma in Teaching in the Lifelong Learning Sector
Further and Adult Education Teacher's Certificate	Level 3 Award in Education and Training (QCF or RCF)
M.Ed – Master of Education	Level 4 Certificate in Education and Training (QCF or RQF)
PGCE – Postgraduate Certificate in Education	S/NVQ Level 4 in Learning and Development

If relevant qualifications or experience do not appear on this list, please provide us with details as alternatives may be acceptable.

## Assessor

All Assessors should have the skills, knowledge and experience to be able to assess this subject. Each Assessor must be approved by QA and provide evidence of:

- A recognised assessing qualification, see *Assessing qualifications* table
- Relevant assessment experience in an educational setting, and
- Keeping up to date with the subject area and provide evidence of CPD

Assessing qualifications	
D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence	A1 Assess candidate performance using a range of methods
Level 3 Certificate in Assessing Vocational Achievement	Level 3 Award in Assessing Competence in the Work Environment

If relevant qualifications or experience do not appear on this list, please provide us with details as alternatives may be acceptable. There is no requirement for a separate Assessor when delivering this qualification. Trainers can perform the role of both Trainer and Assessor providing they meet the requirements for each role.

## Internal Quality Assurers

All Internal Quality Assurers (IQAs) should have the skills, knowledge and experience to be able to internally quality assure this subject. Each IQA must be approved by QA and provide evidence of:

- A recognised assessing qualification, see *Assessing qualifications* table above
- A recognised internal quality assurance qualification see *Internal quality assurance qualifications* table
- Relevant assessment experience in an educational setting, and
- Keeping up to date with the subject area and CPD





Internal quality assurance qualifications	
D34 Internally verify the assessment process	V1 Conduct internal quality assurance of the assessment process
Level 4 Certificate in Leading the Internal Quality Assurance of Assessment 7 Processes and Practice	Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice

If relevant qualifications or experience do not appear on this list, please provide us with details as alternatives may be acceptable.

Full details of the Centre's requirements for internal quality assurance are in the *QA Centre Assessment Standards Scrutiny (CASS) Guidance*.

Note: IQAs cannot quality assure a course for which they were the Trainer and/or Assessor.

## Venue and equipment

Quality training involves using premises conducive to learning and it is a Centre's responsibility to make sure all venues used for training and assessment purposes are suitable and adequate – whether these are hired or in-house training rooms. They must also comply with all current legislation.

In addition, it is important to use a wide range of equipment and learning resources to support delivery.

As a minimum, Centres must make sure their venues, equipment and other resources include:

Area	Requirements:
<b>Training venue</b>	The training venue must meet acceptable health and safety standards and be conducive to learning, with sufficient: size, floor surfaces, seating, writing surfaces, toilet facilities, ventilation, lighting, heating, access, exits, cleanliness, absence of distracting noise.
<b>Audio visual (AV) equipment and training aids</b>	Sufficient AV equipment and training aids to facilitate learning using varying teaching methods.
<b>Learning materials</b>	Provide Trainee assessors with clear and accurate reference books/handouts covering the topics included in the qualification.

## Course/Centre administration

### Pre-registering courses

Centres approved to deliver this qualification must pre-register courses on the QA Customer Portal at least 5 working days in advance of the course start date. This will allow QA to make the necessary external quality assurance arrangements, which includes unannounced visits. Centres must adhere to this pre-course registration requirement and should be aware that any identified non-compliance in this respect will lead to the imposition of sanctions in line with the content of the *QA Sanctions Policy*.

Centres not pre-registering courses on the QA Customer Portal with 5 working days' notice will not be able to download assessment paperwork or deliver planned courses.

It should be noted that Centres cannot register courses after the event and must purchase sufficient qualifications from QA in advance to facilitate pre-course registration. Further guidance can be found on the QA Customer Portal.



## Certification

After a Trainee assessor has completed an assessment, unit or qualification, whether they have passed or not, Centres must enter the details and assessment results on the QA Customer Portal at:

[www.qualsafeawards.org](http://www.qualsafeawards.org)

Centres will be given login details and guidance on using the QA Customer Portal when they are approved to deliver a QA qualification.

The Trainee assessor receives a certificate on achieving this qualification.

The certificate date is the date the Trainee assessor achieves the final unit.

QA have developed a verification tool that means the validity of every certificate can be verified online. This verification tool can be found on the QA website.

## Delivery and support

### Trainee assessor to Trainer ratio

To maintain the quality of training and assessment, make sure the class ratio is no more than 12 Trainee assessors to 1 Trainer.

Note: You should never allow more Trainee assessors on the course than you can cater for during the assessment.

### Delivery plan

Centres should consider the mode of delivery (full time, part time, evening, blended learning, etc.), which must accommodate Trainee assessors being involved in live assessment activities. It is possible to integrate this qualification with other programmes of study, such as First Aid at Work.

Centres are encouraged to use electronic media in the delivery and assessment of this qualification. Media can include the use of digital and video recordings, electronic communication methods such as email and multimedia presentations, use of blogs and webcams to support Trainee assessors and the use of mobile devices such as laptops, smartphones and palm devices.

Centres must submit their own delivery plan and have it approved by us **before** delivering this qualification. The delivery plan should:

- Include a course timetable, clearly showing the required subjects and criteria/learning outcomes are covered, and
- Be emailed to: [info@qualsafeawards.org](mailto:info@qualsafeawards.org)

### Qualsafe at Home

This qualification can be delivered online using a virtual classroom. Further details about the requirements for delivering a Qualsafe at Home course are available to approved Centres in the 'Centre downloads' section of their QA Customer Portal. All Centres must seek approval for remote training by completing the *Qualsafe at Home Centre Application*. All Centre staff involved in the remote delivery and/or assessment for this qualification must read and understand all guidance and requirements in advance of delivery.

### Learning materials

Centres must provide each Trainee assessor with access to suitable learning materials to support their progress through the qualification.



## Ongoing support

QA Centres should provide appropriate levels of support to Trainee assessors throughout the qualification. The purpose of the support is to:

- Assess knowledge and competence in relation to learning outcomes and the detailed assessment criteria of the units within the qualification, see *Appendix 1*
- Give Trainee assessors feedback on their progress and how they might be able to improve

# Assessment

## Methods

Qualsafe Awards has devised externally set, internally marked assessment tools to make sure Trainee assessors are assessed against the required knowledge, skills and understanding, as detailed in the learning outcomes and assessment criteria shown in *Appendix 1*. For this qualification the assessment methods are:

- 2 Trainee Assessor Workbooks, 1 for each unit:
  - Unit 1: theory tasks supporting the underpinning knowledge contained within the unit
  - Unit 2: theory tasks supporting the underpinning knowledge contained within the unit along with practical activities relating to assessment

Note: Centres should download the 2 Trainee Assessor Workbooks (1 per unit) per Trainee assessor, per course, from the QA Customer Portal in advance of the course. The uniquely numbered Trainee assessor Workbooks give each Trainee assessor a unique identifier for our computer systems.

Centres should provide each Trainee assessor with the QA supplied assessment materials.

There are 2 possible grades available of Pass or Fail. All areas of assessment must individually meet or exceed the required pass criteria/mark for the Learner to achieve this qualification.

See *Appendix* for specified individual unit assessment guidance where applicable.

## Access to assessment

Qualsafe Awards is committed to equality when designing the assessments for this qualification. Centres can make sure they do not unfairly exclude the assessment needs of a particular Learner by following the *QA Access to Assessment Policy* to determine whether it is appropriate to make a:

- Reasonable adjustment or
- Special consideration

When a reasonable adjustment needs to be made, Centres should check the *QA Access to Assessment Policy* to see if the adjustment required needs prior approval or if the Reasonable Adjustment Form can be submitted retrospectively. If the adjustment requires prior approval, then Centres must complete a Reasonable Adjustment Form and send it to QA with any relevant supporting evidence at least five working days in advance of course delivery for review and approval. Centres should retain a copy of this form for their own records.

Learners may be eligible for special consideration if they have been affected by adverse circumstances beyond their control. A Special Consideration Request Form should be completed and sent to QA along with any supporting evidence (where available) for consideration and approval. Centres should retain a copy of this form for their own records.

Note: If you have any suggestions for improvements, please let us know.

Learners should be informed about the Centre's and QA's appeals and complaints procedures and how they can access these. Information about these procedures can be found in the *QA Training Commitment* which should be presented to Learners during their course.

## Quality assurance

### Centre internal quality assurance

The Centre is required to sample a reasonable amount of assessments as part of the quality assurance of the qualification. This standardisation of assessment across Learners and Trainers is to make sure there is fairness and consistency in assessment practices. Centres are required to adhere to QA's internal quality assurance requirements. Further details can be found in the *QA Centre Assessment Standards Scrutiny (CASS) Guidance*.

Centres must retain all Learner documents and records for a period of 3 years and make sure these are available for review by Qualsafe Awards or our representatives, e.g. External Quality Assurers (EQAs), on request.

### Qualsafe Awards external quality assurance

Qualsafe Awards operates a system of ongoing monitoring, support and feedback for approved Centres.

QA employs a risk-based model to decide the frequency of external quality assurance activity.

Further details of the QA external quality assurance programme are available in the *QA Centre Assessment Standards Scrutiny (CASS) Guidance*.

## Further information

### Contact us

If you have any queries or comments we would be happy to help you, contact us:

Email: [info@qualsafeawards.org](mailto:info@qualsafeawards.org)

Tel: 0330 660 0899

### Useful addresses and websites

- Qualsafe Awards, City View, 3 Wapping Road, Bradford, BD3 0ED [www.qualsafe.org](http://www.qualsafe.org)
- Office of Qualifications and Examinations Regulation (Ofqual): [www.gov.uk/government/organisations/ofqual](http://www.gov.uk/government/organisations/ofqual)
- Scottish Qualifications Authority (SQA): [www.sqa.org.uk](http://www.sqa.org.uk)
- Qualifications Wales: [www.qualificationswales.org](http://www.qualificationswales.org)
- Council for the Curriculum Examinations and Assessment (CCEA): <https://ccea.org.uk/regulation>
- The Department for Business, Innovation and Skills (BIS): [www.bis.gov.uk](http://www.bis.gov.uk)
- Education and Training Foundation: [www.et-foundation.co.uk](http://www.et-foundation.co.uk)
- Excellence Gateway: [www.excellencegateway.org.uk](http://www.excellencegateway.org.uk)
- FE Advice: Becoming a Further Education teacher: [www.feadvice.org.uk](http://www.feadvice.org.uk)
- FE News – Further Education College and Training Provider Magazine: [www.fenews.co.uk](http://www.fenews.co.uk)
- The National Institute of Adult Continuing Education (NIACE): [www.niace.org.uk](http://www.niace.org.uk)
- TES online network of teachers and resources: [www.tes.co.uk](http://www.tes.co.uk)



# Appendix 1 – Qualification units

## Qualification unit 1

The Qualsafe Level 3 Award in Assessing Vocationally Related Achievement (RQF) has 2 units that Trainee assessors are required to complete in order to achieve the qualification.

<b>Title:</b>	Understanding the principles and practices of assessment
<b>GLH:</b>	24
<b>Level:</b>	3
<b>Credit value:</b>	3
<b>Learning outcomes The Learner will:</b>	<b>Assessment criteria The Learner can:</b>
<b>1. Understand the principles and requirements of assessment</b>	1.1 Explain the function of assessment in learning and development 1.2 Define the key concepts and principles of assessment 1.3 Explain the responsibilities of the Assessor 1.4 Identify the regulations and requirements relevant to the assessment in own area of practice
<b>2. Understand different types of assessment method</b>	2.1 Compare the strengths and limitations of a range of assessment methods with reference to the needs of individual learners
<b>3. Understand how to plan assessment</b>	3.1 Summarise key factors to consider when planning assessment 3.2 Evaluate the benefits of using a holistic approach to assessment 3.3 Explain how to plan a holistic approach to assessment 3.4 Summarise the types of risks that may be involved in assessment in own area of responsibility 3.5 Explain how to minimise risks through the planning process
<b>4. Understand how to involve learners and others in assessment</b>	4.1 Explain the importance of involving the learner and others in the assessment process 4.2 Summarise types of information that should be made available to learners and others involved in the assessment process 4.3 Explain how peer and self-assessment can be used effectively to promote learner involvement and personal responsibility in the assessment of learning 4.4 Explain how assessment arrangements can be adapted to meet the needs of individual learners
<b>5. Understand how to make assessment decisions</b>	5.1 Explain how to judge whether evidence is: <ul style="list-style-type: none"> <li>• Sufficient</li> <li>• Authentic</li> <li>• Current</li> </ul> 5.2 Explain how to ensure that assessment decisions are: <ul style="list-style-type: none"> <li>• Made against specified criteria</li> <li>• Valid</li> <li>• Reliable</li> <li>• Fair</li> </ul>
<b>6. Understand quality assurance of the assessment process</b>	6.1 Evaluate the importance of quality assurance in the assessment process 6.2 Summarise quality assurance and standardisation procedures in own area of practice 6.3 Summarise the procedures to follow when there are disputes concerning assessment in own area of practice
<b>7. Understand how to manage information relating to assessment</b>	7.1 Explain the importance of following procedures for the management of information relating to assessment 7.2 Explain how feedback and questioning contribute to the assessment process



<b>8. Understand the legal and good practice requirements in relation to assessment</b>	<p>8.1 Explain legal issues, policies and procedures relevant to assessment, including those for confidentiality, health, safety and welfare</p> <p>8.2 Explain the contribution that technology can make to the assessment process</p> <p>8.3 Evaluate requirements for equality and diversity and, where appropriate, bilingualism in relation to assessment</p> <p>8.4 Explain the value of reflective practice and continuing professional development in the assessment process</p>
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### Assessment requirements

The assessment of this unit is completed through knowledge-based assessment. If performance evidence is to be used, this should be supported with further questioning, if required, to make sure Trainee assessors fully meet the required standard.

## Qualification unit 2

<b>Title:</b>	Assess vocational skills, knowledge and understanding
<b>GLH:</b>	30
<b>Level:</b>	3
<b>Credit value:</b>	6
<b>Learning outcomes The Learner will:</b>	<b>Assessment criteria The Learner can:</b>
<b>1. Be able to prepare assessments of vocational skills, knowledge and understanding</b>	<p>1.1 Select methods to assess vocational skills, knowledge and understanding which address learner needs and meet assessment requirements, including:</p> <ul style="list-style-type: none"> <li>• Assessments of the learner in simulated environments</li> <li>• Skills tests</li> <li>• Oral and written questions</li> <li>• Assignments</li> <li>• Projects</li> <li>• Case studies</li> <li>• Recognising prior learning</li> </ul> <p>1.2 Prepare resources and conditions for the assessment of vocational skills, knowledge and understanding</p> <p>1.3 Communicate the purpose, requirements and processes of assessment of vocational skills, knowledge and understanding to learners</p>
<b>2. Be able to carry out assessments of vocational skills, knowledge and understanding</b>	<p>2.1 Manage assessments of vocational skills, knowledge and understanding to meet assessment requirements</p> <p>2.2 Provide support to learners within agreed limitations</p> <p>2.3 Analyse evidence of learner achievement</p> <p>2.4 Make assessment decisions relating to vocational skills, knowledge and understanding against specified criteria</p> <p>2.5 Follow standardisation procedures</p> <p>2.6 Provide feedback to the learner that affirms achievement and identifies any further implications for learning, assessment and progression</p>
<b>3. Be able to provide required information following the assessment of vocational skills, knowledge and understanding</b>	<p>3.1 Maintain records of the assessment of vocational skills, knowledge and understanding, its outcomes and learner progress</p> <p>3.2 Make assessment information available to authorised colleagues as required</p> <p>3.3 Follow procedures to maintain the confidentiality of assessment information</p>

<b>4. Be able to maintain legal and good practice requirements when assessing vocational skills, knowledge and understanding</b>	<p>4.1 Follow relevant policies, procedures and legislation relating to the assessment of vocational skills, knowledge and understanding, including those for health, safety and welfare</p> <p>4.2 Apply requirements for equality and diversity and, where appropriate, bilingualism</p> <p>4.3 Evaluate own work in carrying out assessments of vocational skills, knowledge and understanding</p> <p>4.4 Take part in continuing professional development to ensure current expertise and competence in assessing vocational skills, knowledge and understanding</p>
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### Assessment requirements

Evidence for all learning outcomes must come from performance outside the work environment.

There must be evidence to cover all of the assessment methods listed in the unit. As a minimum, there must be performance evidence for at least 3 of the following assessment methods:

- Assessments of the learner in simulated environments
- Skill tests
- Oral and written questions
- Assignments
- Projects
- Case studies
- Recognising prior learning

Other forms of evidence will be acceptable for the remaining assessment methods.

There must be evidence of the Trainee assessor carrying out at least 2 assessments of 2 learners' skills, knowledge and understanding (4 assessments in total).

**Note:** Full and detailed qualification content is available to approved Centres in the form of lesson plans and a training presentation which are provided free of charge.



**[www.qualsafeawards.org](http://www.qualsafeawards.org)**

Tel: 0330 660 0899

Email: [info@qualsafeawards.org](mailto:info@qualsafeawards.org)

