



Qualsafe Level 3 Award in
**Understanding the
Principles and Practices
of Assessment (RQF)**

Qualification Specification

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Key qualification information

Qualification Accreditation Number: **603/1081/9**

Operational start date **1st February 2017**

Total Qualification Time (TQT): **30**

Guided Learning Hours (GLH): **24**

Credit value: **3**

Number of units: **1 mandatory unit**

Assessment methods: **• Theory assessment – 1 x workbook**



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 an understanding of the principles and practices of assessment.

This qualification specification provides information for Centres about the delivery of the Qualsafe Level 3 Award in Understanding the Principles and Practices of Assessment (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 and understanding of the principles and practices of assessment without any requirement to practice as Assessors. However, it may qualify Trainee assessors to perform the role of Assessor for some qualifications. 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.

Intended audience

This qualification provides the knowledge, skills and understanding for anyone looking for an introduction to the principles and practices of qualification assessment. It may also be suitable for those performing the role of Assessor for certain vocationally related qualifications. Check suitability with the Awarding Organisation. Trainee assessors might include individuals who currently work in a mentoring/teaching/training capacity wanting to develop their knowledge and skills of assessment

Structure

This qualification contains 1 mandatory unit with a Total Qualification Time (TQT) of 30 hours. Full details of this unit is in the *Appendix*.

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 12 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 24 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, workbook completion which for this qualification is 6 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)	✓	✓	✓

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 outcome 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
- Exemption of all assessments for the unit

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.

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 Understanding the Principles and Practices of Assessment (RQF) may support progression with training into the area of internal quality assurance, example qualifications include:

- Level 3 Award in Assessing Competence in the Work Environment (RQF)
- 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:

One Trainer/Assessor	Responsible for the delivery and assessment of qualifications
One Internal Quality Assurer	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 RQF)
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.

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:
Training venue	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.
Audio visual (AV) equipment and training aids	Sufficient AV equipment and training aids to facilitate learning using varying teaching methods.
Learning materials	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.

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.).

Qualsafe Awards provides Centres with a complimentary course programme and detailed lesson plans, which are carefully designed to meet the objective of this qualification and the needs of Learners, making sure Learners are adequately prepared for the assessments.

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*
- 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 the *Appendix*. For this qualification the assessment methods are:

- 1 x Trainee Assessor Workbook: theory tasks supporting the underpinning knowledge contained within the unit

Note: Centres should download the Trainee Assessor Workbook (1 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.

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.

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

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

Tel: 0330 660 0899

Useful addresses and websites

- Qualsafe Awards, City View, 3 Wapping Road, Bradford, BD3 0ED: www.qualsafe.org
- Office of Qualifications and Examinations Regulation (Ofqual): www.gov.uk/government/organisations/ofqual
- Scottish Qualifications Authority (SQA): www.sqa.org.uk
- Qualifications Wales: 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
- Education and Training Foundation: www.et-foundation.co.uk
- Excellence Gateway: www.excellencegateway.org.uk
- FE Advice: Becoming a Further Education teacher: www.feadvice.org.uk
- FE News – Further Education College and Training Provider Magazine: www.fenews.co.uk
- The National Institute of Adult Continuing Education (NIACE): www.niace.org.uk
- TES online network of teachers and resources: www.tes.co.uk



Appendix – Qualification unit

The Qualsafe Level 3 Award in Understanding the Principles and Practices of Assessment (RQF) has 1 unit that Trainee assessors are required to complete in order to achieve the qualification.

Title:	Understanding the principles and practices of assessment
GLH:	24
Level:	3
Credit value:	3
Learning outcomes The Learner will:	Assessment criteria The Learner can:
1. Understand the principles and requirements of assessment	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
2. Understand different types of assessment method	2.1 Compare the strengths and limitations of a range of assessment methods with reference to the needs of individual learners
3. Understand how to plan assessment	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
4. Understand how to involve learners and others in assessment	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
5. Understand how to make assessment decisions	5.1 Explain how to judge whether evidence is: <ul style="list-style-type: none"> • Sufficient • Authentic • Current 5.2 Explain how to ensure that assessment decisions are: <ul style="list-style-type: none"> • Made against specified criteria • Valid • Reliable • Fair
6. Understand quality assurance of the assessment process	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
7. Understand how to manage information relating to assessment	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



8. Understand the legal and good practice requirements in relation to assessment	<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.

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.



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