



The Assessment and Verification Units are part of the Learning and Development suite of Standards and thus the Learning and Development Assessment Strategy, approved February 2002, is applicable.

### Assessment in the Workplace and Use of Simulation

This Assessment Strategy makes clear that all evidence must be derived from performance in the workplace and that none of the performance criteria in the A+V units require simulation.

### Independent assessment

The requirements for Independent Assessment say

'This will require candidates to present a balance of evidence which must include a substantive component which has been assessed by someone who is independent from the candidate. Substantive is defined here as a primary piece of outcome evidence for one or more units of competence. Independence is defined here as a competent job holder who is qualified as an assessor but will not act as the candidate's primary assessor'

While this will work for the Learning and Development S/NVQs with eight or more Units it will create problems in the single Unit Awards which could be interpreted to mean that the Unit has to be assessed twice, once by their Assessor and then again by an independent Assessor. This will have the effect of undermining the first Assessor and making the process more cumbersome and bureaucratic.

The Employment NTO proposes that for the Single Unit Awards Independent Assessment should mean

The Candidate is required to present a substantive primary piece of outcome evidence for each of the specified Units which has been assessed by a second assessor who is independent from the candidate. For example

- A1.1 an Assessment Plan
- A2.1 an Assessment Plan
- V1.3 an observation of an assessor conducting the assessment process with the candidate
- V2.2 a final report on a visit to a centre

The independent Assessor may be employed by the same Assessment Centre or by another Assessment Centre.

### Occupational Competence for Assessors and Verifiers of the Assessment and Verification Units

is defined in the Learning and Development Assessment Strategy and is as follows

#### Assessors

All assessors selected by centres must have sufficient occupational competence to ensure an up-to-date working knowledge and experience of the principles and practices specified in the standards they are assessing.

Sufficient occupational competence is defined as:

Having held a post for a minimum of one year within the last two years which involved performing the activities defined in the standards as an experienced practitioner;



Or:

Being an experienced trainer or instructor of at least one year's standing in the competence area of the standards;

### **And for both of the above:**

Having demonstrated updating within the last year involving at least two of the following activities:

- Work placement;
- Job shadowing;
- Technical skill update training;
- Attending courses;
- Studying for learning and development units;
- Study related to job role;
- Collaborative working with Awarding Bodies;
- Examining;
- Qualifications development work;
- Other appropriate occupational activity as agreed with the internal verifier.

All assessors will have a sound working knowledge of the content of the standards they are assessing and their assessment requirements. Assessors of Assessor-candidates are required to have achieved their relevant Assessor unit(s) before they can start to assess Assessor-Candidates. Similarly, Assessors of Internal and External Verifier candidates need to have achieved their own Assessor and Verifier Units before they can start to assess Verifier-Candidates.

### **Internal verifiers**

All internal verifiers will have sufficient experience of having conducted assessments of the specific national occupational standards they are verifying or in an appropriate and related occupational area.

Sufficient occupational competence is defined as:

Having been an assessor for the standards being assessed, or for a set of standards in a related occupational area, for a minimum of one year within the last two years;

**And:**

Having demonstrated updating within the last year involving at least two of the following activities:

- Attending Awarding Body verification training courses;
- Studying for learning and development units;
- Study related to job role;
- Collaborative working with Awarding Bodies;
- Qualifications development work;
- Other appropriate occupational activity as agreed with the external verifier.

All internal verifiers will have direct responsibility and quality control of assessments of the occupational standards or the quality assurance of the assessment process within an assessment centre which has been approved by an Awarding Body.

All internal verifiers will have a sound working knowledge of assessment and verification principles as defined in the national standards for internal quality assurance and the particular internal verification requirements. Internal Verifiers of Assessor-candidates are required to have achieved their Internal Verification unit before they can start to internally verify Assessor-Candidates. Similarly, Internal Verifiers of Internal and External Verifier candidates need to have achieved their own Assessor and Verifier Units before they can start to internally verify Verifier-Candidates.



**External verifiers**

All external verifiers will be drawn from experienced senior practitioners in the broad occupational area of the standards they will verify.

Experienced senior practitioner is defined as:

Having held posts of responsibility involving the monitoring and review of the occupational competence of others;

Or:

Having been responsible for internal verification and assessment of national occupational standards;

**And for both of the above:**

Having demonstrated updating and continuing competence within the last year involving at least two of the following activities:

- attending at least one external verifier induction/training event run by an Awarding Body
- shadowing an experienced external verifier on centre visits
- collaborative working with Awarding Bodies such as redevelopment of external monitoring systems
- study related to job role

All external verifiers will have a sound working knowledge and experience of vocational assessment. They must also be familiar with internal as well as external verification procedures as defined in the national standards for external quality assurance. They must also demonstrate competence in the particular external verification procedures set down by the Awarding Body for the qualification (including appeals and complaints procedures).

External Verifiers of Assessor-candidates are required to have achieved their External Verification unit before they can start to externally verify Assessor-Candidates. Similarly, External Verifiers of Internal and External Verifier candidates need to have achieved their own Assessor and External Verifier Unit(s) before they can start to externally verify Verifier-Candidates.

**Qualification Requirements**

In order to assess or verify a Candidate for the Units below the Assessor/Verifier must have the following Awards	Assessor must have	Internal Verifier must have	External Verifier must have
A1	A1 or D32-3	A1 + V1 or D32-4	A1 + V2 or D32-3 + D35
A2	A1 or D32-3	A1 + V1 or D32-4	A1 + V2 or D32-3 + D35
V1	A1 + V1 or D32-4	A1 + V1 or D32-4	A1 + V1 + V2 or D32-35
V2	A1 + V2 or D32-3 + D35	A1 + V1 + V2 or D32-35	A1 + V2 or D32-3 + D35