



Facilitate and Assess Learning

SCQF level 8

Unit Code F9Y1 35

Who is this qualification for?

This Unit has been primarily designed for the continuing professional development (CPD) of teachers involved in the teaching, coaching and mentoring of learners, which may include formal and informal learning.

The PDA may also be attractive to tutors, trainers and other staff who are involved in the delivery of learning in other areas, including further education, community and voluntary learning, and private training providers.

The qualification Outcomes are:

- 1 Implement a plan to promote and assess learning using e-resources.
- 2 Assess learning and provide feedback to learners.

Understanding and applying skills in these Outcomes is important because they help you work effectively in your learning and teaching role and also prepare you to use e-learning resources in the delivery of learning, teaching and assessment.

What should I know or be able to do before I start?

You would normally be expected to be working towards or have completed a teaching qualification, a Professional Development Award for teaching or a professional training qualification, or have some knowledge and experience of learning, teaching and assessment. Candidates should have competence in Information Technology at SCQF level 5 or higher.

What do I need to do?

You need to be able to demonstrate your competence as a deliverer of learning, when planning to assess learners and providing feedback to learners.

Candidates undertaking this Unit will be provided with opportunities to develop and practice their skills in utilising ICT and e-learning resources effectively in a learning environment.

How do I get this Unit?

This Unit will be assessed by written/oral and performance evidence. The candidate is required to use e-assessment tools to assess one or more learners against a specified learning Outcome.

You will be asked to provide a portfolio of evidence covering the two Outcomes. The evidence submitted in the portfolio should be based on the candidate's actual work in a learning environment with learners.

There must be arrangements in place to ensure the authenticity of the work provided. Simulation is not permitted in this Unit.

What might this involve?

Each approved centre operates slightly differently. They may ask you to attend a training course and/or a one-to-one tutorial.

There may also be some self-study to undertake prior to the commencement of your assessment.

Some individual course work will be required specifically in relation to developing a portfolio of evidence.

What qualifications can I do next?

This particular Unit is part of a Professional Development Award (PDA) in Technology Enhanced Learning and Teaching. The content of this Unit is based on:

- ◆ The National Occupational Standards for Learning Delivery for Teachers, Tutors and Trainers
http://www.lluk.org/documents/professional_standards_for_itts_020107.pdf
- ◆ The Learning and Skills e-Learning Framework <http://www.LSNeducation.org.uk>
- ◆ The Framework for Professional Recognition (2007) and the Standard for Chartered Teacher (2009)
<http://www.gtcs.org.uk/ProfessionalDevelopment/ProfessionalDevelopment.aspx>

Your tutor can advise you about the other Units in this PDA and other qualification options, or alternatively visit SQA's web page: www.sqa.org.uk.

Guidance for tutors

The information included in the remainder of this document has been grouped under the following sections:

Section A: Unit specification

Section B: Assessment guidelines for complete Unit

This Unit is supported by a set of support notes which can be obtained separately from the SQA. The support notes contain detailed evidence requirements and assessment guidelines.

Disabled candidates and/or those with additional support needs

The additional support needs of individual learners should be taken into account when planning learning experiences, selecting the most appropriate assessment activity, and considering any reasonable steps which might be necessary to allow the learner to meet the assessment standard. Further advice can be found on our website: www.sqa.org.uk/assessmentarrangements

Section A — Unit specification

Unit title: **Facilitate and Assess Learning**

This section provides detailed information on the Unit specification requirements covering the two Outcomes.

The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

‘Candidate’ refers to someone who is working towards the achievement of this Unit.

Facilitate and Assess Learning		
Ref	Outcome	Skills and Knowledge
1	Implement a plan to facilitate and assess learning using e-resources	<ul style="list-style-type: none">◆ Use a wide range of teaching and learning activities which involve e-resources.◆ Use e-learning resources to present information and new ideas.◆ Improve the information literacy skills of learners.◆ Use learning, teaching and e-resources to meet diverse learning needs.◆ Identify how e-resources could be used to gather information about learners’ previous experiences.◆ Identify appropriate e-assessment tools that could be used.◆ Identify barriers to e-learning and how to overcome them.◆ Build strategies to develop the independent learning of learners.◆ Identify ways of seeking, responding to and giving feedback to learners using e-resources.◆ Be aware of relevant legislation on using e-resources.◆ Be a reflective practitioner.

Facilitate and Assess Learning		
Ref	Outcome	Skills and Knowledge
2	Assess learning and provide feedback to learners	<ul style="list-style-type: none"> ◆ Be aware of policies and procedures including those for alternative assessment. ◆ Be aware of Awarding body standards and reporting requirements to other bodies. ◆ Recording evidence against agreed criteria. ◆ Effective use of all types assessment tools including e-assessment. ◆ Making fair and consistent assessment decisions. ◆ Use of criteria, marking, marking schemes and sample solutions to measure competence/knowledge/skills. ◆ Ensure data protection policies and procedures are met in regard to confidentiality of the learners' progress. ◆ Use assessment information to guide learners, track learner progress and help learners improve their skills. ◆ Use assessment information to set targets, monitor, review, and reflect on teaching practices.

Section B — Assessment guidelines for complete Unit

Unit title: Facilitate and Assess Learning

The candidate will be expected to submit a fully referenced portfolio of evidence covering the two Outcomes for assessment.

These assessment guidelines have been developed to give advice by identifying where opportunities exist to gather evidence efficiently.

For assessment purposes, the evidence can be divided into two main categories:

- 1 Portfolio evidence produced by the candidate.
- 2 Portfolio evidence produced by the candidate.

Detailed evidence requirements and assessment guidelines are available upon request from the SQA for centres delivering this Unit and those seeking approval to deliver it.



Administrative information

Credit value

1 credit at (SQA level 8) (8 SCQF credit points at SCQF level 8)

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Helpdesk: 0845 279 1000
Fax: 0845 213 5000
E-mail: customer@sqa.org.uk
Website: www.sqa.org.uk

The Optima Building
58 Robertson Street
Glasgow
G2 8DQ

Ironmills Road
Dalkeith
Midlothian
EH22 1LE

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