



Introduction

The standards require evidence of consistent occupational competence as defined by the standards, through relevant work activities. A variety of assessment methods should be used to confirm competence as defined in the standards. Assessment of knowledge should be integrated with the assessment of performance wherever possible and appropriate.

The Employment NTO has an Awarding Body Forum which will implement and review these Assessment Strategy arrangements in the light of the prevailing requirements of the regulatory authorities.

Assessment of performance and knowledge in the workplace

All evidence must be derived from performance within the workplace, with the exception of:-

The standards relating to these aspects of competence have been identified and specific forms of assessment attached to them as part of the assessment guidance. The following table produces a summary of the relevant elements:

Element and criterion	Preferred form of assessment
L5.1. h)	Assessor questioning using hypothetical context
L5.2. d)	Assessor questioning using hypothetical context
L.6.1. c)	Assessor questioning as to alternatives considered
L.7.1. e) and f)	Candidate presentation of ILT alternatives considered
L7.2. h)	Assessor questioning of selection of materials against equality and diversity criteria
L7.2. i)	Assessor questioning on checks conducted to ensure training facilities meet HSEP requirements
L.8.3. e)	Assessor questioning using hypothetical context
L.9.3. c), d), e) and f)	Assessor questioning using hypothetical context
L.12.2 b)	Candidate presentation of ILT alternatives considered
L.13.1. e) and g)	Assessor questioning using hypothetical context
L. 15.2 d)	Candidate presentation of ILT alternatives considered
15.2. h)	Assessor questioning using hypothetical context

Simulated working conditions

Performance of real work activities in the real working environment means that none of the performance criteria in the standards require the use of simulations.

External Quality Control

Independent assessment

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



The requirements for occupational competence of assessors and verifiers

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. All assessors will either hold the relevant qualification for assessors of national occupational standards or have a development plan indicating progress towards that qualification.

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. All internal verifiers will either hold the relevant qualification for internal verifiers of national occupational standards, or have a development plan indicating progress towards that qualification.

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).

All external verifiers will either hold the relevant qualification for external verifiers of national occupational standards, or have a development plan indicating progress towards that qualification.

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.