

1.0 The assessment environment for Learning and Development SVQs/Units

All evidence must be derived from the performance of real work activities in a real working environment. Simulation is not considered as an acceptable method for assessing any of the performance criteria contained within the Learning and Development Occupational Standards.

There are some performance criteria however that may be difficult to evidence through normal work activity. Those performance criteria have been identified along with associated forms of assessment. Guidance relating to this can be found in the Assessor/Verifier Units: assessment guidance

1.1 Assessing and verifying in the workplace – necessary for the achievement of the assessor and verifier units

The Assessor and Verifier standards were designed to support the quality assurance of SVQs and other suitable work based awards (non-SVQs). The standards were developed in such a way to enable greater uptake, outside the immediate confines of SVQ assessment, therefore allowing the assessment/verification of evidence from other work based contexts to be used in order to prove assessor/verifier competence. Similar to SVQs, the assessment of non-SVQs must be conducted in the workplace. A self-checklist, entitled Assessment of Non SVQs has been developed to help guide centres.

1.2 Realistic Working Environments (RWEs)

Certain SVQ awards/units can be either wholly or partly assessed in a simulated assessment environment often referred to as a Realistic Working Environments (RWE). Before this can happen, the SSC/SSB for the relevant sector must firstly provide endorsement for their sector specific awards to be assessed in this type of environment. This will usually be stated in the Assessment Strategy for each relevant sector. RWEs are approved by Awarding Bodies.

2.0 Identifying the appropriate unit for assessor-candidates' to undertake

Assessor-candidates are required to achieve the most appropriate A1 or A2 unit in line with the type of assessments they would normally undertake. If they are using observation and related questioning as their main assessment methods, then A2 is the most appropriate unit for them to achieve. If they are using a variety of assessment methods including observation, then A1 is likely to be the most appropriate unit for them to work towards.

2.1 Assessor/verifier competence and qualifications for assessing and verifying the A and V Units

The Assessment Strategy states that assessors must have sufficient occupational competence to ensure an up-to-date working knowledge and experience of the practices specified in the standards they are assessing. [Click here](#) to access the guidance specific to the assessment and verification of the A and V Units.

2.2 Assessor competence for the assessment of Learning and Development SVQs/Units (other than -A and V Units):

Applying Assessment Strategy requirements: If for example you intend to assess unit L10 'Enable Learning Through Presentations', then you are required to have been delivering presentations as an experienced practitioner for at least one year within the last two or have been training people to deliver presentations.

Assessors of non-A and V Units in Learning and Development should either hold the relevant assessor unit(s) or have a development plan indicating progress towards the achievement of the A1 Unit.

2.3 Internal verifier competence for the verification of Learning and Development SVQs/Units (other than A and V Units):

Applying Assessment Strategy requirements: If for example you are internally verifying unit L10 'Enable Learning Through Presentations', then you are required to have been a practising assessor for this unit or unit(s) of a similar nature, for at least one year within the last two.

As an Internal Verifier of non-A and V Units in Learning and Development, you should either hold D34 or V1 or be working towards the achievement of V1.

3.0 Updating requirements for previously qualified assessors and internal verifiers

Assessors and internal verifiers of the Learning and Development awards/units are required to have a sound working knowledge of the content of the standards they are assessing/verifying. Therefore if for example you have D32 and D33 and have previously assessed/verified D32/33, and your intention is to assess/verify A1/2, it is important that you gain a working knowledge of the contents and evidence requirements of the A1/2 units prior to carrying out any assessments/verification of these units.

An updating workshop or guided reading etc can help 'kick start' the updating process coupled with for example the internal verifier subsequently monitoring your assessment practice.

SQA's CD Rom contains Power Point Slides with Facilitators Notes to aid this process [click here](#). There is also a self-checklist to help previously D Unit qualified assessors and verifiers identify whether or not they currently broadly work in line with A/V Unit Standards.

There is also a requirement in the Assessment Strategy for assessors and internal verifiers to undertake ongoing updating activities, often referred to as Continuous Professional Development (CPD). The Assessment Strategy makes references to a list of updating activities from which the assessor/verifier can select to demonstrate that they are keeping up to date with current practice.

4.0 Arrangements for independent assessment of Learning and Development SVQs/Units:

Please refer to Guidance on Assessment of Assessment and Verification Awards. This gives guidance on the independent assessment of SVQs/Units in Learning and Development and the A and V Units.

Note: The same guidance applies for the independent assessment of PDA's as it does for SVQs.

5.0 Countersigning arrangements for the A and V units

Like all assessors, assessors of assessor -candidates must be occupationally competent. This means they need to be competent in the occupational area of assessment, not necessarily competent in the SVQ/Units being assessed by the assessor-candidate.

Therefore, when this is the case, the assessment judgements of the assessor-candidate should be countersigned by a qualified assessor/internal verifier who will have the necessary occupational competence as defined in the Assessment Strategy that pertains to that occupational area.

Likewise, internal verifier-candidates should have their decisions countersigned by an occupationally competent internal verifier.

Note: Countersigning is only required to support the assessment/internal verification decisions being put forward by the assessor/internal verifier-candidates as evidence for their A/V units. SQA does not require the assessment/internal verification decisions of all unqualified assessor/internal verifiers to be countersigned as it is up to each centre to ensure that their internal quality assurance procedures quality assure all assessment and verification decisions.

6.0 Approval advice

Please refer to: Approval Guide for centres wishing to offer Learning and Development Awards/Units