

Develop Professional Practice

Unit Number DV5L 36

Summative Assessment Guide for Candidates

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for

The East of Scotland Staff Development Collaborative Group

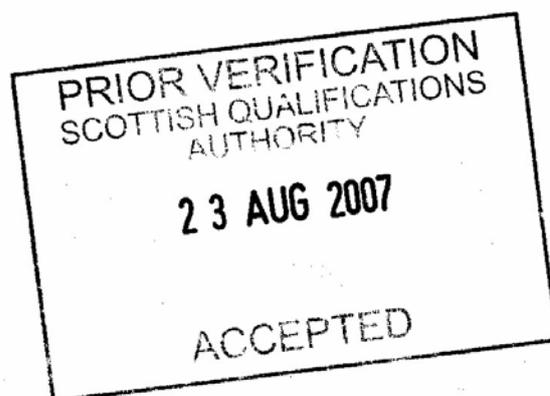
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Acknowledgements

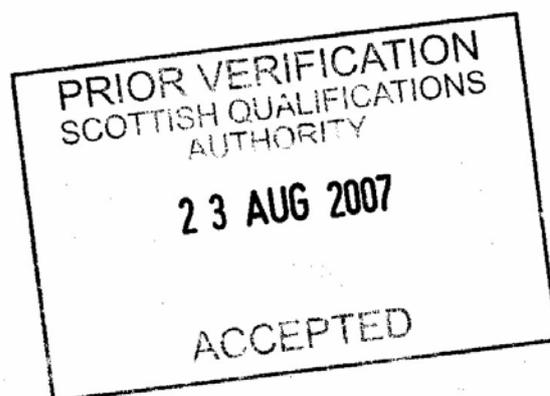
The Project Team, comprising staff from member colleges of ESSDCG (East of Scotland Staff Development Collaborative Group), for managing the development and dissemination of these materials.

SCQF for the Level 9 Descriptor.



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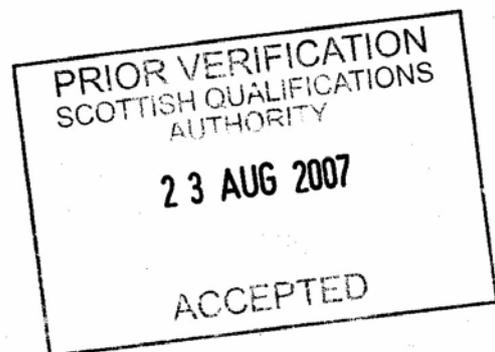
Introduction to Summative Assessment Guide for Candidates

What this Guide is About

The Summative Assessment Guide explains what you have to do and the standards you have to meet in order to achieve Unit Number DV5L 36, Develop Professional Practice. Reference to the SQA Unit Specification for DV5P 36 (in the Introductory Guide to the materials for this Unit) will further clarify the assessment requirements.

It includes:

- SCQF descriptor for Level 9
- The summative assessments you will be required to complete.



SCQF Level 9 Descriptor

(for reference only)

This unit has been levelled at SCQF Level 9. That is equivalent to SHE Level 3 (for example Ordinary Degree or Graduate Certificate level).

The descriptor below sets out the characteristic generic outcomes of Level 9 learning.

Knowledge and understanding	Practice: applied knowledge and understanding	Generic cognitive skills	Communication ICT and numeracy skills	Autonomy, accountability and working with others
Characteristic outcomes of learning at Level 9 include the ability to:				
<p>Demonstrate and/or work with:</p> <ul style="list-style-type: none"> • <i>a broad and integrated knowledge and understanding of the scope, main areas and boundaries of a subject/discipline</i> • <i>a critical understanding of a selection of the principal theories, principles, concepts and terminology</i> • <i>knowledge that is detailed in some areas and/or knowledge of one or more specialisms that are informed by forefront developments</i> 	<p>Use a selection of the principal skills, techniques, practices and/or materials associated with a subject/discipline .</p> <p>Use a few skills, techniques, practices and/or materials that are specialised or advanced.</p> <p>Practise routine methods of enquiry and/or research.</p> <p>Practise in a range of professional level contexts which include a degree of unpredictability.</p>	<p>Undertake critical analysis, evaluation and/or synthesis of ideas, concepts, information and issues.</p> <p>Identify and analyse routine professional problems and issues.</p> <p>Draw on a range of sources in making judgements.</p>	<p>Use a range of routine skills and some advanced and specialised skills in support of established practices in a subject/discipline for example:</p> <ul style="list-style-type: none"> • <i>make formal and informal presentations on standard/ mainstream topics in the subject/discipline to a range of audiences</i> • <i>use a range of IT applications to support and enhance work</i> • <i>interpret, use and evaluate numerical and graphical data to achieve goals/ targets</i> 	<p>Exercise autonomy and initiative in some activities at a professional level.</p> <p>Take some responsibility for the work of others and for a range of resources.</p> <p>Practise in ways which take account of own and others' roles and responsibilities.</p> <p>Work under guidance with qualified practitioners.</p> <p>Deal with ethical and professional issues in accordance with current professional and/or ethical codes or practices, seeking guidance where appropriate.</p>

Review of Summative Assessment

In order to achieve this unit you must demonstrate your knowledge and skills by completing two 1,000 word commentaries in accordance with the detailed instructions provided in this Guide.

The commentary may be in audio, video or note format and the examples of work practice may be produced on a video, audiotape, or as a written account, and should be agreed with your tutor.

Evidence of authenticity of your commentary and work practice should be included, either by witness testimony and/or appending relevant documentation. Evidence may also be derived from a professional discussion.

You must produce a portfolio of evidence containing:

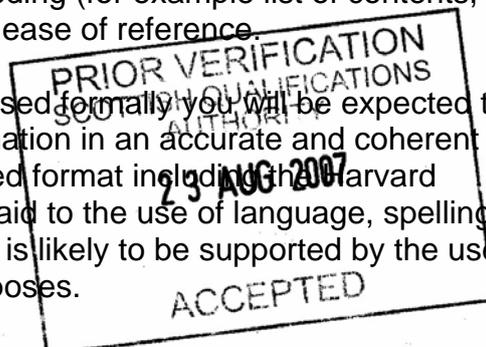
- all the work you produce in response to the **reflective, developmental** and **review** activities in the study sections for this unit.
- all the materials that relate to the **summative assessments** in this guide.
- the completed **knowledge and/or skills checklists** that indicate where these are evidenced in your portfolio

Your portfolio must contain evidence covering all of the knowledge and skills in these checklists.

You should always agree sources of evidence with your tutor prior to undertaking any summative assessment activities.

The **portfolio of evidence** may be presented as an e-portfolio where product evidence is stored electronically, or in a paper based format. Any portfolio must incorporate efficient systems of recording, coding (for example list of contents, page numbering) and storing information for ease of reference.

Although communication skills are not assessed formally you will be expected to express key concepts, reflections and information in an accurate and coherent manner using formal structure and recognised format including Harvard system of referencing. Attention should be paid to the use of language, spelling, punctuation and grammar for accuracy. This is likely to be supported by the use of ICT word processing for presentation purposes.



Summative Assessment 1

Satisfactory completion of this summative assessment activity meets the evidence requirements for:

Outcome 1 - Contribute to quality assurance, improvement and enhancement in the curriculum team.

To achieve this:

For this outcome you are required to provide written evidence, in the form of a commentary (1,000 words), in which you demonstrate that you make an effective contribution to the curriculum team by:

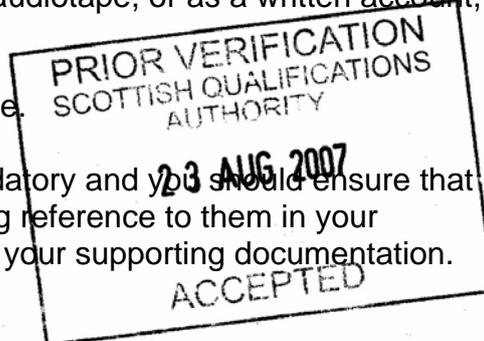
- Analysing the function of the curriculum team in quality assurance, improvement and enhancement
- Analysing your own responsibility in quality assurance, improvement and enhancement
- Producing a personal self-evaluation of your contribution both as an individual and as a member of the curriculum team, supported by evidence from actual work practice
- Identifying at least three ways in which you could enhance your contribution

Reference should be made to appropriate documentation, including college policy and procedures. Evidence of authenticity of your commentary and work practice should be included, either by witness testimony and/or appending relevant documentation. Evidence may also be derived from a professional discussion.

Your commentary may be in audio, video or note format and the examples of work practice may be produced on a video, audiotape, or as a written account, and should be agreed with the assessor.

Evidence must be generated in the workplace.

The following knowledge and skills are mandatory and you should ensure that you have evidenced each of these by making reference to them in your commentary and/or by including evidence in your supporting documentation.

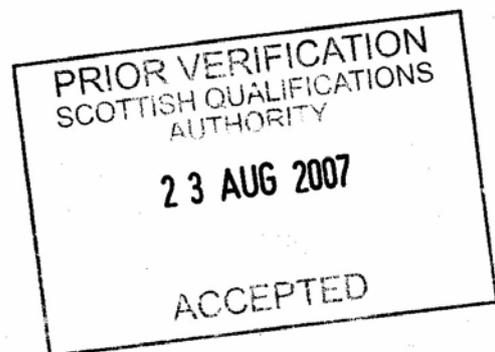


Knowledge and/or Skills

- Definitions of quality
- College quality standards, systems and frameworks
- College processes, procedures and pro formas
- Contributing to quality roles and functions
- Quality cycle
- Self-evaluation
- Awarding body standards
- Analysis of performance indicators (PIs)
- Identification and Sharing of best practice
- Factors which promote effective team working

Assessment Guidelines

Assessments must not be carried out as case studies, simulations or theoretical exercises

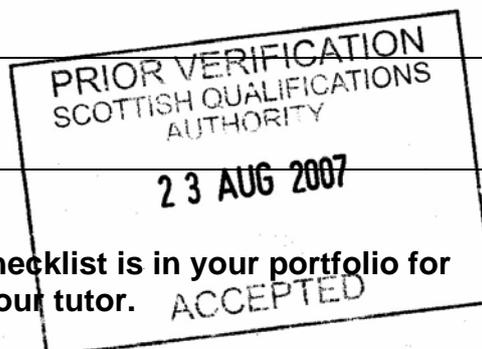


Knowledge and/or Skills Checklist 1

Candidate's Name:

Tutor's name:

Outcome 1. Contribute to quality assurance, improvement and enhancement in the curriculum team.	
Written evidence, in the form of a commentary (1,000 words)	Source and location in portfolio. e.g. Commentary, Activity Number and Portfolio page number or Appendix number.
Definitions of quality	
College quality standards, systems and frameworks	
College processes, procedures and pro formas	
Contributing to quality roles and functions	
Quality cycle	
Self-evaluation	
Awarding body standards	
Analysis of performance indicators (PIs)	
Identification and sharing of best practice	
Factors which promote effective team working	



You should ensure that this completed checklist is in your portfolio for ease of reference before submission to your tutor.

Summative Assessment 2

Satisfactory completion of this summative assessment activity meets the evidence requirements for:

Outcome 2 - Meet professional and legal requirements.

To achieve this:

For this outcome you are required to provide written evidence, in the form of a commentary (1,000 words), of your ability to meet your professional and legal requirements by:

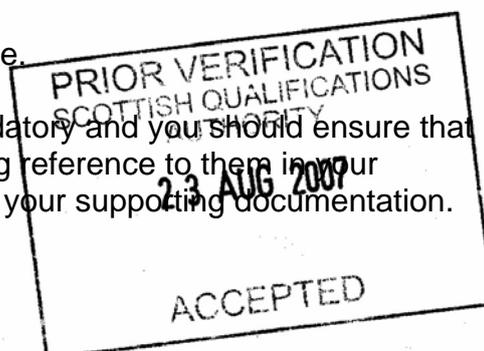
- Analysing the professional and legal requirements of your job role, including your professional responsibilities in relation to the guidance and support of learners
- Carrying out effective self-evaluation of your practice, supported by examples of actual work practice
- Identifying appropriate ways of enhancing your practice
- Creating an action plan for your development needs

Evidence may also be derived from a professional discussion. Reference should be made to appropriate documentation, including college policy and procedures. Evidence of authenticity of your commentary and work practice should be included, either by witness testimony and/or appending relevant documentation.

Your commentary may be in audio, video or note format and the examples of work practice may be produced on a video, audiotape, or as a written account, and should be agreed with the assessor.

Evidence must be generated in the workplace.

The following knowledge and skills are mandatory and you should ensure that you have evidenced each of these by making reference to them in your commentary and/or by including evidence in your supporting documentation.

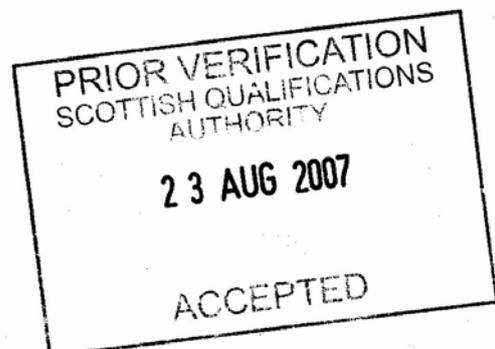


Knowledge and/or Skills

- Job descriptions and terms and conditions of service
- Roles, rights and responsibilities
- Professionalism and ethics
- College policy and procedures for guidance and support
- Guidance and support roles, responsibilities and boundaries and how they relate to the remits of guidance tutors and other specialists
- Relevant legislation and good practice: equality and social and cultural diversity: the protection and welfare of children, young people and vulnerable learners; freedom of information, data protection, and copyright
- Continuing professional development

Assessment Guidelines

Assessments must not be carried out as case studies, simulations or theoretical exercises.



Knowledge and/or Skills Checklist 2

Candidate's Name:

Tutor's name:

Outcome 2: Meet professional and legal requirements.	
2. Written evidence, in the form of a commentary (1,000 words)	Source and location in portfolio. e.g. Commentary, Activity Number and Portfolio page number or Appendix number.
Job descriptions and terms and conditions of service	
Roles, rights and responsibilities	
Professionalism and ethics	
College policy and procedures for guidance and support	
Guidance and support roles, responsibilities and boundaries and how they relate to the remits of guidance tutors and other specialists	
Relevant legislation and legal requirements	
Equality and social and cultural diversity	
The protection and welfare of children, young people and vulnerable learners	
Freedom of Information	
Data Protection	
Copyright	
Continuing Professional Development	



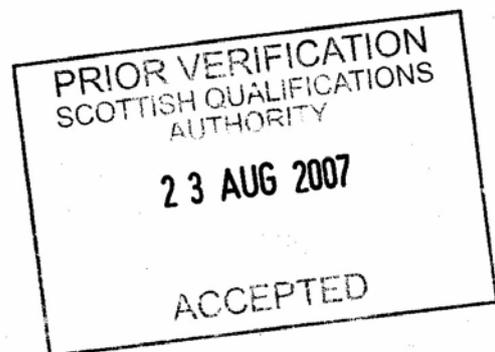
You should ensure that this completed checklist is in your portfolio for ease of reference before submission to your tutor.

And Finally....

Add a Glossary of Terms and a Bibliography to your written accounts before submitting your Summative Assessment to your tutor.



Tutor assessment checklists (for candidate information)

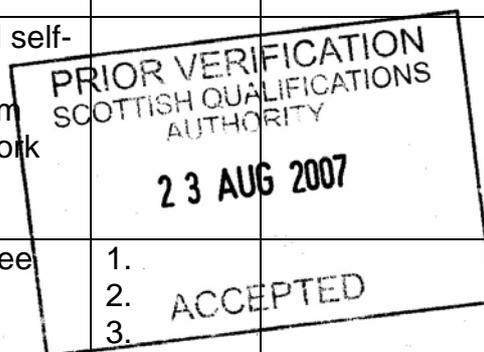


Summative Assessment Checklist 1

Candidate's Name:

Tutor's name:

Outcome 1: Contribute to quality assurance, improvement and enhancement in the curriculum team.		
1. Written evidence, in the form of a commentary (1,000 words)	Achieved Yes/No	Comments
1.1 The candidate accurately analyses the function of the curriculum team in quality assurance.		
1.2 The candidate accurately analyses the function of the curriculum team in quality improvement.		
1.3 The candidate accurately analyses the function of the curriculum team in quality enhancement		
1.4 The candidate correctly analyses their own responsibility in quality assurance.		
1.5 The candidate correctly analyses their own responsibility in quality improvement.		
1.6 The candidate correctly analyses their own responsibility in quality enhancement.		
1.7 The candidate has produced a personal self-evaluation of their contribution both as an individual and as a member of the curriculum team, supported by evidence from actual work practice		
1.8 The candidate has identified at least three ways in which they could enhance their contribution	1. 2. 3.	ACCEPTED



Knowledge and/or Skills Checklist 1

Candidate's Name:

Tutor's name:

Outcome 1. Contribute to quality assurance, improvement and enhancement in the curriculum team.			
	Yes/No	Source	Tutor
Definitions of quality			
College quality standards, systems and frameworks			
College processes, procedures and pro formas			
Contributing to quality roles and functions			
Quality cycle			
Self-evaluation			
Awarding body standards			
Analysis of performance indicators (PIs)			
Identification and Sharing of best practice			
Factors which promote effective team working			

Feedback to candidate.



Result:

Tutor signature and date:

Summative Assessment Checklist 2

Candidate's Name:

Tutor's name:

Outcome 2: Meet professional and legal requirements.		
2. Written evidence, in the form of a commentary (1,000 words)	Achieved Yes/No	Comments
2.1 The candidate accurately analyses the professional requirements of their job role(s), rights and responsibilities.		
2.2 The candidate accurately analyses their professional responsibilities in relation to the guidance and support of learners		
2.3 The candidate accurately analyses the legal requirements of their job in relation to equality and social and cultural diversity		
2.4 The candidate accurately analyses the legal requirements of their job in relation to the protection and welfare of children, young people and vulnerable learners		
2.5 The candidate accurately analyses the legal requirements of their job in relation to Freedom of Information		
2.6 The candidate accurately analyses the legal requirements of their job in relation to Data Protection		
2.7 The candidate accurately analyses the legal requirements of their job in relation to Copyright		
2.8 The candidate has carried out effective self-evaluation of their practice, supported by examples of actual work practice		
2.9 The candidate has identified at least three appropriate ways of enhancing their practice		
2.10 The candidate has created an action plan for their development needs		



Knowledge and/or Skills Checklist 2

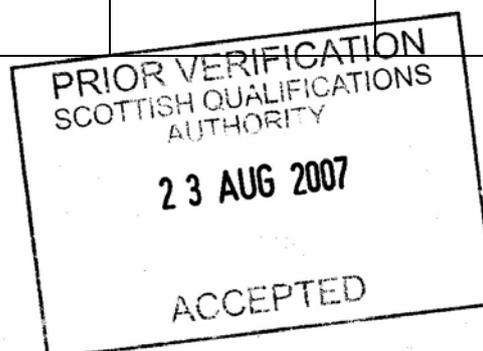
Candidate's Name:

Tutor's name:

Outcome 2: Meet professional and legal requirements.			
2. Written evidence, in the form of a commentary (1,000 words)	Yes/No	Location	Tutor
Job descriptions and terms and conditions of service			
Roles, rights and responsibilities			
Professionalism and ethics			
College policy and procedures for guidance and support			
Guidance and support roles, responsibilities and boundaries and how they relate to the remits of guidance tutors and other specialists			
Relevant legislation and legal requirements			
Equality and social and cultural diversity			
The protection and welfare of children, young people and vulnerable learners			
Freedom of Information			
Data Protection			
Copyright			
Continuing Professional Development			

Feedback to candidate.

Tutor signature and date:



Unit Achievement Record

Develop Professional Practice (DV5L 36)

Candidate's Name:

Tutor's name:

Assessment	Achieved Yes/No	Tutor's Signature	Date
Outcome 1. Contribute to quality assurance, improvement and enhancement in the curriculum team. Written evidence, in the form of a commentary (1,000 words)			
Outcome 2: Meet professional and legal requirements. Written evidence, in the form of a commentary (1,000 words)			

Result:

Tutor Signature and date:

Verifier Signature and date:

