

A1 COMPETENCE REVIEW CHECKLIST

The checklist below provides a 'quick check' in relation to A1 Unit requirements. It has also been designed to:

- ✚ Help those assessors who already hold units D32 and D33 identify if there are any areas of development required to enable them to fully work in line with the A1 Unit standard. The middle and end columns should be used. The ✓ in the middle column indicates that the criterion is already covered within D32/D33. The comments relate to the differences between the D32/D33 and A1.
- ✚ Help A1 assessor-candidates identify what they need to do in order to meet A1 Unit requirements. They should use the end column.

The knowledge evidence for D32/33 and A1 has not been mentioned in this checklist. Assessor-candidates wishing to undertake A1 should refer to this along with the full A1 standard and evidence requirements.

Element A1.1. Develop plans for assessing competence with candidates

Performance Criteria	Comments	Review
You must be able to do the following:		
a Develop and agree an assessment plan with candidates.	✓	
b <u>Check that all candidates understand the assessment process involved, the support available to them and the complaints and appeals procedure.</u>	Candidates must understand the assessment process and the support available to them. Also the complaints and appeals procedure	
c Agree fair, <u>safe, valid</u> and reliable assessment methods.	Chosen methods must also show consideration for validity and safety	
d Identify appropriate and cost-effective opportunities for assessing performance.	✓	
e Plan for using different types of evidence.	✓	
f <u>Identify how the past experience</u> and achievements of candidates will contribute to the assessment process.	Past experience must be considered at planning stage	
g <u>Identify</u> and agree any <u>special arrangements</u> needed to make sure the assessment process is fair.	Steps should be taken to identify if special arrangements are required	
h <u>Identify how other people will contribute to assessments and what support they may need.</u>	Evidence should show how others have contributed and the support they have been given	
i <u>Identify how to protect confidentiality and agree arrangements to deal with sensitive issues.</u>	Planning must include how confidentiality and sensitive issues are to be dealt with	
J Agree how you will handle any difficulties or disputes <u>during the assessment.</u>	Difficulties/disputes in this context are wider than just planning, it relates to any part of assessment	
k Agree when assessment will take place with candidates and the other people involved	✓	
L Agree arrangements with candidates for reviewing their progress against the assessment plan.	✓	
M Review and update assessment plans to take account of what the candidates have achieved	✓	

Evidence requirements (A1.1)	Comments	Review
Three assessment plans for a minimum of two candidates. Each plan must cover <u>one full unit</u> , indicate which assessment methods will be used (<u>minimum of four required</u>) and how assessment will take place. Plans must include observation and one example of involving others (i.e. witnesses)	Three plans, two candidates, covering three units. A minimum of four methods to be used (including observation)	
<u>A record of explanation</u> by the assessor-candidate stating the methods they have selected indicating why they are valid reliable and fair indicators of competence. Also explaining how others have been involved in the assessment process their precise contribution	Rationale for choosing assessment methods required	
<u>Two written progress</u> conducted with a minimum of two candidates	Written progress reviews required	

Element A1.2. Judge evidence against criteria to make assessment decisions

Performance Criteria	Comments	Review
a <u>Use the agreed assessment methods</u> to assess competence in appropriate situations.	Emphasis on using planned assessment methods	
b <u>Use the past experience and achievements</u> of candidates as part of the assessment of their current competence.	Past experience/achievements must be considered	
c Ensure that the evidence comes from the candidates' own work.	✓	
d Make <u>safe, fair, valid and reliable</u> decisions about the competence of candidates, only on the agreed standard.	Decisions must also be 'safe'	
e Collect evidence <u>from the other people</u> involved in the assessment process.	Evidence from contributors required	
f <u>Apply any agreed special arrangements</u> to make sure the assessment is fair.	Previously identified special arrangements should be applied	
g Base your decisions on all the relevant evidence of candidates' performance and knowledge. Take this evidence from as many places as possible.	✓	
h Explain and resolve any inconsistencies in the evidence.	✓	
i Make a record of the outcomes of assessments by using the agreed recording system.	✓	
j Speak to the appropriate person <u>if you and the candidate cannot agree on your assessment of their performance.</u>	If disagreements occur they should be resolved as agreed at the outset	
Evidence requirements	Comments	Review
Three assessment decision records for a minimum of two different candidates for <u>three assessment plans</u> generated for A1.1.	Same candidates as for A1.1	
<u>An explanation by the assessor-candidate explaining how he/she has used four methods of assessment including observation, and explained how methods were implemented and then evaluated in light of experience</u>	Explanation required of implementation and evaluation of methods actually used	
<u>The assessor-candidate must explain their demonstration of his/her competence in relation to criteria c, d and g</u>	Specific criteria must be explained	

Element A1.3. Provide feedback and support to candidates on assessment decisions

Performance Criteria	Comments	Review
You must be able to do the following:		
a Give candidates feedback at an appropriate <u>time and place</u> .	Feedback should be timely and in the appropriate environment in order to be effective	
b Give candidates feedback in a constructive and encouraging way, which meets their needs and is appropriate to their level of confidence.	✓	
c Clearly explain your assessment decisions on whether candidates' evidence of competence is good enough.	✓	
d Give candidates advice when they cannot prove their competence and on how they can develop the necessary skills or provide more evidence.	✓	
e Encourage candidates to get advice on your assessment decisions.	✓	
f <u>Identify and agree the next steps in the assessment process</u> and how candidates will achieve these.	Following on from feedback, the next steps in the assessment process should be identified and agreed	
g <u>Follow the agreed complaints and appeals procedures if candidates disagree with your assessment decisions</u> .	Complaints and appeals procedures must be followed if there are disagreements	
Evidence requirements	Comments	Review
<u>A minimum of one observation by the assessor of the assessor-candidate providing feedback to the candidates planned for in A1.1. Records of feedback to the other candidate(s) for A1.1 must also be provided</u>	Assessor observation is mandatory	
<u>The assessor-candidate must explain how they address criteria a, d and f</u>	Specific criteria must be explained	

Element A 1.4. Contribute to the internal quality assurance process

Performance Criteria	Comments	Review
You must be able to do the following:		
a Ensure your assessment records are accurate and up to date, and provide an audit trail of evidence.	✓	
b <u>Contribute to standardisation</u> arrangements so that your assessment decisions are in line with others.	Evidence of standardisation meetings required	
c Give <u>accurate and timely information</u> on assessments.	Provide timely information on assessments to those who require it (i.e. the IV)	
d Contribute to the <u>agreed quality assurance process</u> .	Evidence of meeting all relevant quality assurance procedures required	
Evidence requirements	Comments	Review
<u>One assessment record each for two different candidates which have been used as part of the internal quality assurance process</u>	Assessment records must have been subject to internal verification	
<u>Written evidence of having contributed to internal standardisation procedures involving the review of at least two pieces of evidence for each of two different candidates</u>	Evidence of taking part in standardisation meetings required	
<u>A written statement from the person responsible for internal quality assurance that the assessor-candidate has contributed to agreed quality assurance procedures</u>	A written statement from ie an internal verifier required	