

The Assessor and Verifier Units



the national standards for assessment
and verification



Introduction: the standards for assessing and verifying work-based qualifications

The National Standards for assessment and verification were revised in 2002. The standards are designed to reflect the requirements of assessors and verifiers in all occupational sectors. They are the benchmark of good practice in assessment and verification, and cover the skills and knowledge needed to perform key activities to nationally-agreed standards.

These standards are the minimum needed by anyone who is delivering government-funded training and learning programmes. Assessors and verifiers of the Learning and Development Units and Qualifications should now be using the revised national occupational standards.

The new Assessor and Verifier Units

The 'D-Units' have been replaced by the A (for assessor) and V (for verifier) Units.

- ◆ stand-alone Units (which means that they are qualifications in their own right)
- ◆ designed specifically to improve the quality and rigour of assessment
- ◆ being incorporated into new Learning and Development SVOs and Professional Development Awards (PDAs)

The Units represent what employers, employees, practitioners and purchasers consider to be good practice in assessment and verification. The target market includes assessors and verifiers in any setting: private, public, self-employed and voluntary sectors.

Unit A1: Assess Candidates Using a Range of Methods

This Unit replaced D32 *Assess Candidate Performance*, D33 *Assess the Candidate Using Differing Sources of Evidence* and D36 *Advise and Support Candidates to Identify Prior Achievement*. It is appropriate for you if your role involves:

- ◆ assessing candidates against agreed standards of competence using a range of assessment methods
- ◆ giving candidates feedback on your assessment decisions
- ◆ contributing to the internal quality assurance processes

Unit A2: Assess Candidates' Performance through Observation

This Unit replaced D32 *Assess Candidate Performance* and is appropriate for you if you are involved in:

- ◆ assessing candidates against the agreed standards
- ◆ planning assessments with candidates
- ◆ giving feedback to candidates on your assessment decisions

Unit V1: Conduct Internal Quality Assurance of the Assessment Process

This Unit replaced D34 *Internally Verify the Assessment Process* and is appropriate for you if your role involves:

- ◆ evaluating the internal assessment process
- ◆ monitoring and reviewing internal assessment audit systems
- ◆ carrying out related internal verification or moderation activities

Unit V2: Conduct External Quality Assurance of the Assessment Process

This Unit replaced D35 *Externally Verify the Assessment Process* and is appropriate for you if your role involves:

- ◆ externally evaluating the internal assessment process
- ◆ carrying out other related external verification or moderation activities

Making the transition from the 'D-Units'

SQA has published assessment guidance for the A and V Units. This guidance will also help candidates and approved centres to match evidence gained for the 'D-Units' to the requirements of the Assessor and Verifier Units. This will be especially useful for candidates who are part way through their 'D-Units', and wish to change over to the A and V Units.

The Assessment Strategy published with the standards also provides guidance in managing the changeover from old to new Units.

If you already have 'D-Units'

Existing holders of the 'D-Units' will not be required to re-qualify with the A and V Units, but they will be required to show evidence of their Continuing Professional Development (CPD), eg familiarity with the new standards and keeping up to date with new assessment techniques.

Approval of centres

Centres which were actively delivering the 'D-Units', and which have had candidates certificated within the previous two years, will automatically be re-approved for the A and V Units, subject to confirmation that they have a copy of the Assessment Strategy (or equivalent guidance) and intend to conform to its requirements (this involves signing a form).

Centres which are not in this category will have to apply as if seeking approval for a new qualification, and should expect to be visited by a subject expert.

Moderation of centres

Centres offering the Assessor and Verifier Units will normally be visited once a year by an external verifier. A systems verifier will also visit the centre. These visits form part of SQA's Quality Assurance process.

Getting hold of the National Standards

The standards for assessment and verification have been developed by the Employment National Training Organisation (EmpNTO), in consultation with a wide variety of practitioners working across the full range of occupational sectors. The National Standards CD-ROM can be ordered online from the EmpNTO website at: www.empnto.co.uk.

The National Standards are also available from:

Employment NTO
Kimberley House
47 Vaughan Way
Leicester
LE1 4SG

tel: 0116-251 7979
fax: 0116-251 1464
e-mail: info@empnto.co.uk

More information

SQA publishes a range of guides to assessment in the workplace, including:

Guide to Assessment and Quality Assurance for Colleges of Further Education
(AA0841/2, December 2001)

Guide to Assessment and Quality Assurance for Training Providers and Employers
(AA0842/2, December 2001)

Guide to Approval for Training Providers and Employers
(A0961/3, July 2001)

Assessing SVQs: Using a Portfolio (D062, March 2001)

SVQs: A Users Guide (D010/2, April 2001)

These can be ordered from:

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Scottish Qualifications Authority
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GLASGOW
G2 7NQ

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