

Unit PSS SPO110.3 Assess candidates using a range of methods (SQA Unit Code-H79L 04)

Performance Criteria

You must be able to

Assess candidates using a range of methods

1. develop and agree plans for assessing competence with individuals
2. check that all individuals understand the assessment process involved
3. agree fair, safe, valid and reliable assessment methods
4. identify appropriate and cost-effective opportunities for assessing performance
5. use different types of evidence
6. identify how the past experience and achievements of individuals will contribute to the assessment process
7. identify and agreeing any special arrangements needed to make sure that the assessment process is fair
8. identify how other people will contribute to assessments and what support they may need
9. identify how to protect confidentiality and agree arrangements to deal with sensitive issues
10. agree how you will handle any difficulties or disputes during the assessment
11. agree when assessment will take place with individuals and the other people involved
12. agree arrangements with individuals for reviewing their progress against the assessment plan
13. review and update assessment plans to take account of what the individuals have achieved
14. judge evidence against criteria to make assessment decisions using the agreed assessment methods to assess competence in appropriate situations and past experience and achievements of individuals as part of the assessment of their current competence
15. ensure that evidence comes from the individuals' own work
16. make safe, fair, valid and reliable decisions about the competence of individuals', only on the agreed standard
17. collect evidence from the other people involved in the assessment process
18. apply any agreed special arrangements to make sure that the assessment is fair
19. base decisions on all of the relevant evidence of individuals' performance and knowledge
20. take evidence from as many places as possible
21. explain and resolve any inconsistencies in the evidence
22. make a record of the outcomes of assessments by using the agreed recording system
23. speak to the appropriate person if agreement on your assessment of the individual's performance cannot be reached
24. provide feedback and support to individuals on assessment decisions at an appropriate time and place
25. provide constructive and encouraging feedback, which meets the individual's needs and is appropriate to their level of confidence
26. explain clearly the assessment decisions on whether individuals' evidence of competence is good enough
27. give individuals advice when they cannot prove their competence and on how they can develop the necessary skills or provide more evidence

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28. encourage individuals to get advice on assessment decisions
29. identify and agree next steps in the assessment process and how individuals will achieve these
30. follow agreed complaints and appeals procedures if individuals disagree with your assessment decisions
31. ensure that assessment records are accurate and up to date, and provide an audit trail of evidence
32. contribute to standardisation of assessment decisions
33. give accurate and timely information on assessments
34. contribute to agreed quality assurance process

Knowledge and understanding

You need to know and understand

1. the legal responsibilities for maintaining own and others' health, safety and security in your workplace
2. the health and safety requirements placed upon the individual and the organisation by current legislation, directions and bye-laws, relevant to own area of operations
3. the principle types of hazard and risk likely to be found in own area of operations
4. the precautions appropriate for minimising hazards and risks in own area of operation show to identify and use different types of evidence when carrying out assessments
5. how to identify and compare different types of evidence when making assessment decisions
6. how to collect evidence in ways that are cost-effective and timely
7. how to collect and use evidence from individuals' prior experience and achievements within the current assessment process
8. how to develop and agree assessment plans with individuals and the other people involved
9. how to assess performance accurately against specific parts of a standard
10. how to take appropriate action and help individuals develop their competence
11. how to change assessment procedures to meet individual needs
12. how to identify the difficulties in making safe, fair, valid and reliable assessments of evidence and who to involve in such cases
13. how to follow standardisation and internal quality assurance procedures
14. how to measure existing levels of competence
15. how to make valid and reliable assessments of individuals' knowledge
16. how to make valid and reliable assessments of individuals' performance
17. how to make sure that all the agreed criteria is covered during an assessment
18. how to check that evidence is the individuals' own work
19. how to make sure that supporting evidence supplied by other people is reliable
20. how to encourage individuals to consider and use their past experience and achievements
21. how to give constructive feedback on existing levels of competence and what individuals need to do be fully competent
22. how to involve individuals in planning assessments
23. how manage data within requirements of data protection legislation

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24. how to encourage individuals who have different levels of confidence and experience to take an active part in their assessment
25. how to use language and behaviour which does not discriminate against any individual
26. how to meet the different needs of individuals
27. how to give feedback to individuals with different levels of confidence and experience
28. how to encourage individuals to ask questions and to obtain advice
29. how to monitor and review progress with individuals
30. how to identify changes in levels of individuals' competence and assess how this affects own competence
31. how to use opportunities to update skills and experience
32. how to identify and use information on current assessment best practice
33. how to use personal development opportunities to improve own assessment skills
34. how to meet individuals' needs for access to safe, fair, valid and reliable assessment, in line with relevant legislation
35. how to recognise and challenge unfair discrimination in assessments
36. how and from whom to obtain advice about meeting individuals' special assessment requirements
37. how to identify and plan for issues of confidentiality and data protection during the assessment process
38. how to record, store and pass on assessment decisions to other people within an agreed system
39. how to identify and assess things that can influence own competence
40. you know how to identify appropriate sources of support for own development

Additional Information

This standard is applicable to assessing candidates' skills using a range of methods and links to the provision of learning opportunities and enabling individual learning through coaching.

The performance criteria, knowledge and understanding requirements are related to the individual's own organisation, job role and area of operations. This includes but is not limited to the individual's immediate place of work. It extends to areas, operations and persons that may be impacted upon by the individual's activity in the workplace.

The performance criteria, knowledge and understanding requirements are specific to the: regulations, industry and other guidance recognised by the individual's employer, employing organisation's objectives, policies, procedures, and working practices; that relate to the elements covered in this standard.

The performance criteria, knowledge and understanding requirements are specific to the individual's own level of authority and responsibility.

Ports and the activities which take place there vary. Employers and any other duty holders must comply with the legal duties imposed on them by health and safety legislation, including the Health and Safety at Work Act 1974. This will also involve careful and continuing risk assessments to enable duty holders to plan, implement, manage and review policies and procedures which address the risks associated with the conduct of their business. The statutory

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duty of the employee to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work and to cooperate with the employer with regard to the employer's health and safety duties, are an essential part of this standard.