

Achieving the Assessor and Verifier Units through assessing/verifying workplace standards/qualifications not subject to awarding body quality assurance: a checklist for SQA approved centres

This checklist has been developed to help centres determine the suitability of workplace standards/qualifications that are not subject to awarding body quality assurance for the purposes of achieving Units LD9D/LD9DI/LD11.

Workplace Assessor/Verifier Units:

- ◆ Assess Workplace Competence Using Direct Methods (L&D9D)
- ◆ Assess Workplace Competence Using Direct and Indirect Methods (L&D9DI)
- ◆ Internally Monitor and Maintain the Quality of Workplace Assessment (L&D11)

To determine if the standards you have identified are suitable for the achievement of L&D9D/LD9DI/LD11, you are looking to answer 'Yes' to the questions listed below.

Terms

The term *standards* have been used in the following Checklist to cover workplace standards/qualifications **not** subject to Awarding Body Quality Assurance.

Checklist

The assessment environment

- ◆ Will the assessor- or verifier-candidate be assessing /verifying employees/candidates in the employees'/candidates' natural work environment?
Yes/No

The purpose of assessing/verifying workplace standards

- ◆ Has the purpose of the assessment/verification been clearly defined for employees/candidates in terms of what they will achieve and how they will benefit as a result, ie will they will gain recognition as part of an internal recognition scheme and/or receive in-house certification?
Yes/No

The workplace standards being assessed

- ◆ Do the standards measure occupational competence related to an actual job role/function?
Yes/No
- ◆ Can the evidence for the Assessor/Verifier Units be gathered naturally through the processes and practices required for assessing/verifying the standards?
Yes/No
- ◆ Are the standards to be assessed/verified written in clear and unambiguous language, and are they measurable?
Yes/No

Internal quality assurance

- ◆ Is there an effective internal quality assurance system in operation compatible with LD11?
Yes/No

External quality assurance

- ◆ Is there an effective external quality assurance system in operation that covers, at least as part of its function, the quality of internal assessment and quality assurance?
Yes/No

(The above is only a requirement for the achievement of LD11)

Centre statement and signature

I have checked the standard/qualification entitled

_____ in relation to the above Checklist and am satisfied that all requirements have been adequately met.

SQA Approved Centre name and number:

Signed on behalf of SQA Approved Centre:

Centres are required to complete a new Checklist each time they accept a different standard/qualification. Checklists should be retained on file and made available for the purposes of external verification.

Further information/support

SQA has developed a CPD Toolkit to help organisations and individuals measure their existing assessment/verification practice against the new L&D Unit Standards. The CPD Toolkit can be found on SQA's Secure Site: [**https://secure.sqa.org.uk/login.html**](https://secure.sqa.org.uk/login.html)

Should you require further advice on the suitability of the workplace standards or non-awarded workplace qualifications, then please refer to the contact details at the following link: [**http://www.sqa.org.uk/sqa/6861.html**](http://www.sqa.org.uk/sqa/6861.html)