

Understanding the Principles and Practices of Assessment (FD49 70)

Who this Unit is for

This 'knowledge' Unit can be taken by those who are in a position to carry out real assessments and can be taken in conjunction with one or both of the following 'practice' Units:

- ◆ Assess Occupational Competence in the Work Environment
- ◆ Assess Vocational Skills, Knowledge and Understanding

The Units can be assessed at the same time and, in the spirit of holistic assessment, evidence from one can be used to meet some of the requirements of the other.

This knowledge Unit is also relevant for those who are new to assessment and hoping to become assessors. This means that they can gain an understanding of assessment principles and practices before they go on to practice assessment. When they are ready to practice they can then undertake one or both of the practice Units above, dependent on the type of assessment they will be carrying out.

This Unit is also applicable for those who need to know about assessment, but never intend to practice, for example managers who have some connection with the operational/business of managing assessment. In this situation, they would not achieve the whole qualification but could complete this stand-alone Unit.

What this Unit is about

The aim of this Unit is to assess the assessor-candidates' knowledge and understanding of assessment principles and practice.

Each QCF assessor qualification includes this mandatory Unit. The Unit covers all the essential knowledge and understanding that individuals require to enable them to understand assessment principles and practice in the work environment.

All learning Outcomes in this Unit must be assessed using methods appropriate to the assessment of knowledge and understanding.

Title:	Understanding the Principles and Practices of Assessment	
Level:	3	
Credit value:	3	
Learning Outcomes	Assessment Criteria	
<i>The learner will:</i>	<i>The learner can:</i>	
1 Understand the principles and requirements of assessment.	1.1 Explain the functions of assessment in learning and development. 1.2 Define the key concepts and principles of assessment. 1.3 Explain the responsibilities of the assessor. 1.4 Identify the regulations and requirements relevant to assessment in own area of practice.	
2 Understand different types of assessment method.	2.1 Compare the strengths and limitations of a range of assessment methods with reference to the needs of individual learners.	
3 Understand how to plan assessment.	3.1 Summarise key factors to consider when planning assessment. 3.2 Evaluate the benefits of using a holistic approach to assessment. 3.3 Explain how to plan a holistic approach to assessment. 3.4 Summarise the types of risks that may be involved in assessment in own area of responsibility. 3.5 Explain how to minimise risks through the planning process.	

Learning Outcomes The learner will:	Assessment Criteria The <i>learner</i> can:
4 Understand how to involve learners and others in assessment.	4.1 Explain the importance of involving the learner and others in the assessment process. 4.2 Summarise types of information that should be made available to learners and others involved in the assessment process. 4.3 Explain how peer and self-assessment can be used effectively to promote learner involvement and personal responsibility in the assessment of learning. 4.4 Explain how assessment arrangements can be adapted to meet the needs of individual learners.
5 Understand how to make assessment decisions.	5.1 Explain how to judge whether evidence is: <ul style="list-style-type: none"> ◆ sufficient ◆ authentic ◆ current 5.2 Explain how to ensure that assessment decisions are: <ul style="list-style-type: none"> ◆ made against specified criteria ◆ valid ◆ reliable ◆ fair
6 Understand quality assurance of the assessment process.	6.1 Evaluate the importance of quality assurance in the assessment process. 6.2 Summarise quality assurance and standardisation procedures in own area of practice. 6.3 Summarise the procedures to follow when there are disputes concerning assessment in own area of practice.

Learning Outcomes The learner will:	Assessment Criteria The <i>learner</i> can:
7 Understand how to manage information relating to assessment.	7.1 Explain the importance of following procedures for the management of information relating to assessment. 7.2 Explain how feedback and questioning contribute to the assessment process.
8 Understand the legal and good practice requirements in relation to assessment.	8.1 Explain legal issues, policies and procedures relevant to assessment, including those for confidentiality, health, safety and welfare. 8.2 Explain the contribution that technology can make to the assessment process. 8.3 Evaluate requirements for equality and diversity and, where appropriate, bilingualism in relation to assessment. 8.4 Explain the value of reflective practice and continuing professional development in the assessment process.
Evidence Requirements and Assessment Guidance (for the complete Unit)	
<p>The aim of this Unit is to assess the candidate assessor's knowledge and understanding of the principles and practices that underpin assessment.</p> <p>All learning Outcomes in this Unit must be assessed using methods appropriate to the assessment of knowledge and understanding.</p> <p>There must be valid, authentic and sufficient evidence for all the Assessment Criteria. However, one piece of evidence may be used to meet the requirements of more than one learning Outcome or Assessment Criterion.</p>	

Additional information about the Unit	
Unit aim(s)	<p>The aim of this Unit is to assess the learning and development practitioner's knowledge and understanding of the principles and practices of assessment.</p> <p>'Practitioner' means anyone with a learning and development responsibility as the whole or a part of their role.</p>
Unit expiry date	TBA
Details of the relationship between the Unit and relevant national occupational standards (if appropriate)	Learning and Development NOS Standard 9: Assess Learner Achievement.
Details of the relationship between the Unit and other standards or curricula (if appropriate)	
Assessment requirements specified by a sector or regulatory body (if appropriate)	
Endorsement of the Unit by a sector or other appropriate body (if required)	Lifelong Learning UK
Location of the Unit within the subject/sector classification system	<p>13 Education and Training</p> <p>13.2 Direct Learning Support</p>
Name of the organisation submitting the Unit	Lifelong Learning UK
Availability for use	Shared
Availability for delivery	TBA
Guided Learning Hours	24