

## Scottish Qualifications Authority

### Framework

**The Certificate in Delivering Training in the Workplace (Level 7) — G7EN 15** will offer a qualification to those who train and assess in the workplace, and will follow the sequence of the training cycle by involving design, delivery and assessment/review. The qualification will comprise four Units, one mandatory and three optional Units. One optional Unit should be drawn from each of the three available sets shown below:

#### Core Units

D9RL 04	Evaluate and Develop Own Practice
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#### Optional Units (one of)

D9R9 04	Design Learning Programmes
D9RF 04	Develop Training Sessions
D9RN 04	Identify Individual Learning Aims and Programmes
D9R5 04	Agree Learning Programmes with Learners
D9R8 04	Create a Climate that Promotes Learning

#### Optional Units (one of)

D9RK 04	Enable Learning Through Presentations
D9RJ 04	Enable Learning Through Demonstrations and Instruction
D9RG 04	Enable Group Learning

#### Optional Units (one of)

D94L 04	Assess Candidates Using a Range of Methods
D94M 04	Assess Candidates' Performance Through Observation
D9RW 04	Monitor and Review Progress with Learners
D9T2 04	Response to Changes in Learning and Development
D9T5 04	Support Competence Achieved in the Workplace

In this award the selection of the appropriate optional Units will depend on the work role of the candidate. Some trainers design whole training programmes, whilst others design individual sessions within a given programme. The main method of delivery will vary dependent on the vocational area and the methods of assessment used will also vary with the level of qualification being covered. Some trainers do not formally assess their trainees and so monitoring and reviewing the effectiveness of the training or supporting competence may be more appropriate. Finally, some may prefer to concentrate on the CPD benefit of responding to changes in learning and development.

Whilst the qualification requires the successful completion of four Units the achievement of additional Units would also offer excellent opportunities for CPD.

**The Certificate in Supporting Learning in the Workplace (Level 7) — G7EM 15** will offer a qualification to those who work with learners but do not necessarily train and assess in the workplace. It will cover the work roles of those who mentor, coach, and provide initial training needs assessment, It would also offer a qualification route to those such as Learning Assistants in FE colleges and others who work in learning centres supporting learners but who are not subject experts and therefore do not provide learning support. The qualification will comprise four Units, one mandatory and three optional Units. One optional Unit should be drawn from each of the three available sets shown below. The qualification is defined as follows:

### Core Units

D9RL 04	Evaluate and Develop Own Practice
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### Optional Units (one of)

D9R8 04	Create a Climate that Promotes Learning
D9T4 04	Support and Advise Individual Learners
D9R5 04	Agree Learning Programmes with Learners

### Optional Units (one of)

D9RH 04	Enable Individual Learning Through Coaching
D9T7 04	Support Learners by Mentoring in the Workplace
D9RN 04	Identify Individual Learning Aims and Programmes

### Optional Units (one of)

D9RW 04	Monitor and Review Progress with Learners
D94M 04	Assess Candidates' Performance through Observation
D9T5 04	Support Competence Achieved in the Workplace
D9T2 04	Respond to Changes in Learning and Development

### Potential routes to the qualification

Each distinct work role would follow a different route through the qualification so the following are suggested pathways:

Mentors may complete D9RL 04, D9T 04, D9T7 04 and either D9RW 04 or D9T5 04. Coaches may complete D9RL 04, D9T4 04, D9RH 04 and either D94M 04 or D9RW 04 depending on whether they assess or review. Assessment by observation has always been an important part of coaching towards vocational qualifications by workplace supervisors and should continue to be part of that award in Scotland.

Those who manage training and others involved in the initial assessment and support of learners may complete D9RL 04, D9R5 04, D9RN 04 and either D9RW 04 or D9T2 04 to:

- ◆ keep abreast of developments within Learning and Development. As workplace learning develops in response to the Lifelong Learning Strategy in Scotland, it is important that initial guidance is clear and appropriate. This would be supported by the application of national standards to workplace performance.

Those who support learners may complete D9RL 04, D9R8 04, D9RH 04, and D9RW 04 to recognise their role in the support of learners in learning centres, for example, or of those following resource based programmes.

The inclusion of D9T5 04 in the options would present an optional Unit for workplace supervisors who may give witness testimony to learners, whilst including D9T2 04 would encourage CPD for those who select it as one of their options.

These routes are only suggestions, as any combination is possible to suit individual needs. Centres may wish to use different combinations of optional Units to meet particular work roles in the marketing of these awards to potential customers, eg workplace mentors. Whilst the qualification requires the successful completion of four Units the achievement of additional Units would also offer excellent opportunities for CPD.

**Assessing Candidates Using a Range of Methods (Level 7) — G7ET 15** will offer an award to those who assess performance in the workplace using a variety of methods. The award is appropriate for those engaged in the Learning Cycle who assess whether learners have achieved competence as defined in the National Occupational Standards.

This is a one unit Professional Development Awards that is comprised of four elements. The framework for the Award is as follows:

**Core Unit**

D94L 04	Assess Candidates Using a Range of Methods
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The four elements contained within the Unit are:

- ◆ Develop Plans for Assessing Competence with Candidates
- ◆ Judge Evidence Against Criteria to Make Assessment Decisions
- ◆ Provide Feedback and Support to Candidates on Assessment Decisions
- ◆ Contribute to the Internal Quality Assurance Process

**Conducting Internal Quality Assurance of the Assessment Process (Level 7) — G7ER 15** is an award for those who verify the effectiveness of the assessment process. The candidate should also be engaged in evaluating the internal assessment process, monitoring and reviewing internal assessment audit decisions and carrying out related internal verification or moderation activities.

This is a one unit Professional Development Award that contains four elements. The framework for the award is:

**Core Unit**

D94P 04	Conduct Internal Quality Assurance of the Assessment Process
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The four elements contained within the Unit are:

- ◆ Carry out and Evaluate Internal Assessment and Quality Assurance Systems
- ◆ Support Assessors
- ◆ Monitor the Quality of Assessors' Performance
- ◆ Meet External Quality Assurance Requirements

**Assessing Candidates Through Observation (Level 6) — G7EV 15** is an award for those who assess candidate performance in the workplace against National Occupational Standards using Observation as the sole assessment method. The unit is appropriate for those involved in assessing candidates against the agreed standards, planning assessment with candidates and giving feedback to candidates on assessment decisions.

This is a one unit Professional Development Award comprising of four elements. The framework for the award is:

**Core Unit**

D94M 04	Assess Candidates' Performance Through Observation
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The four elements contained within the Unit are:

- ◆ Agree and Review Plans for Assessing Candidate Performance
- ◆ Assess Candidates' Performance Against the Agreed Standards
- ◆ Assess Candidates' Knowledge Against the Agreed Standards
- ◆ Make an Assessment Decision and Provide Feedback

**Conducting External Quality Assurance of the Assessment Process (Level 7)**  
— **G7EP 15** is an award for those whose role involves externally verifying internal assessment processes and carrying out other related external verification or moderation activities.

This is a one unit Professional Development Award that contains four elements. The framework for the award is:

**Core Unit**

D94N 04	Conduct External Quality Assurance of the Assessment Process
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The four elements contained within the Unit are:

- ◆ Monitor the Internal Quality Assurance Process
- ◆ Verify the Quality of Assessment
- ◆ Provide Information, Advice and Support on the Internal Quality Assurance of Assessment Processes
- ◆ Evaluate the Effectiveness of External Quality Assurance of the Assessment Process