Assessment Strategy

Diploma in Learning and Development at SCQF level 8 & 9

GROY 48 & GR2J 49



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**1. Introduction**

This Assessment Strategy provides the criteria SQA approved centres must meet for the assessment of the Diploma in Learning and Development at SCQF level 8 (GR0Y 48) and at SCQF level 9 (GR2J 49.)

This document outlines the criteria in relation to:

* requirements of assessors and internal verifiers
* evidence

In addition to the criteria outlined in this document, centres must meet the requirements of SQA’s Quality Assurance Criteria**1**.

#### Scope of this Assessment Strategy

This assessment strategy applies to the Diploma in Learning and Development at SCQF level 8 and 9.

#### The National Workplace Units for Learning and Development

All of the units that make up the Diploma in Learning and Development at SCQF level 8 and 9 are based on the Learning and Development National Occupational Standards that were approved in February 2010 and the National Occupational Standards for Management and Leadership approved in 2008.

For the purposes of assessing workplace competence, Learning and Development Standard 9: Assess Learner Achievement has been contextualised to create two separate National Workplace Units:

Unit J3NY 47 Assess workplace competence using direct methods

Unit J3P0 48 Assess workplace competence using direct and indirect methods

#### Unit J3NY 47 Assess workplace competence using direct methods

This Unit must cover direct assessment methods including: observation

related questioning

inspecting work products (created at the time of the observation)

#### Unit J3P0 48 Assess workplace competence using direct and indirect methods

This Unit must cover direct assessment methods including: observation

related questioning

inspecting work products (created at the time of the observation)

and must also cover indirect assessment methods including:

 examination of work products (created at the time of observation and not created at the time of observation)

discussing with candidates testimony of others (witnesses) examining candidate statements

assessing candidates in simulated environments Accreditation of Prior Learning or Achievement (APL or APA)

For each Unit, an appropriate range of methods will allow a trainee assessor to meet the requirements of the standards.

For the purposes of evaluating and improving Learning and Development, Learning and Development Standard 13 has been contextualised to create a new Unit for the Diploma:

 Unit J3NW 38 Evaluate and improve learning and development sessions

**2. Requirements of Assessors, Internal Verifiers and External Verifiers**

**2.1 Assessors**

To assess Diploma in Learning and Development candidates, assessors must:

 have up-to-date working knowledge and experience of best practice in the relevant area of practice

 hold or be working towards one of the following:

* J3P0 48/L&D9DI Assess workplace competence using direct and indirect methods
* A1 Assess candidate performance using a range of methods
* any appropriate QCF qualifications and/or Units as recognised by SQA accreditation

 or hold D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence

#### If they are assessing J3NY 47 or J3P0 48, they must hold one of the assessor qualifications specified above, not just be working towards it.

All assessors must show current evidence of continuing professional development in the relevant area of practice by demonstrating they continue to meet the standard set out in J3NP 47 Reflect on, develop and maintain own skills and practice in learning and development.

#### 2.2 internal verification

All those who internally verify these qualifications or Units must:

 have up-to-date working knowledge and experience of best practice in the relevant area of practice

 hold one of the following:

* J3P0 48/L&D9DI Assess workplace competence using direct and indirect methods
* A1 Assess candidate performance using a range of methods
* any appropriate QCF qualifications and/or Units as recognised by SQA accreditation
* D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence

They must either hold or be working towards one of the following internal quality assurance qualifications:

* J45B 04/L&D11 Internally monitor and maintain the quality of workplace assessment
* V1 Conduct internal quality assurance of the assessment process  or hold D34 Internally verify the assessment process

#### If they are internally verifying J3NY 47 or J3P0 48, they must hold one of the specified internal verifier qualifications, not just be working towards it.

All internal verifiers must show current evidence of continuing professional development in the relevant area of practice by demonstrating they continue to meet the standard set out in J3NP 47 Reflect on, develop and maintain own skills and practice in learning and development.

#### 2.3 External Verifiers

All those who externally verify these qualifications or Units must:

 have up-to-date working knowledge and experience of best practice in the relevant area of practice

 hold one of the following:

* L&D9DI Assess workplace competence using direct and indirect methods
* A1 Assess candidate performance using a range of methods
* any appropriate QCF qualifications and/or Units as recognised by SQA accreditation
* D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence

They must hold one of the following internal quality assurance qualifications:

* L&D11 Internally monitor and maintain the quality of workplace assessment
* V1 Conduct internal quality assurance of the assessment process
* any appropriate QCF qualifications and/or Units as recognised by SQA accreditation
* D34 Internally verify the assessment process

They must hold or be working towards one of the following external quality assurance qualifications:

* L&D12 Externally monitor and maintain the quality of workplace assessment
* V2 Conduct external quality assurance of the assessment process
* any appropriate QCF qualifications and/or Units as recognised by SQA accreditation
* D35 Externally verify the assessment process

#### If they are externally verifying J3NY 47 or J3P0 48, they must hold one of the specified external verifier qualifications, not just be working towards it.

All external verifiers must show current evidence of continuing professional development in the relevant area of practice by demonstrating they continue to meet the standard set out in L&D10 (FD42 04) Reflect on, develop and maintain own skills and practice in learning and development.

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**3. Evidence**

#### Workplace Evidence and Simulation

All performance evidence must come from real workplace practice in Learning and Development, Assessment and Verification. The use of simulation is not allowed for these qualifications.

**4. Quality Assurance**

Centres offering these qualifications must provide internal quality assurance to ensure assessment meets all Awarding Body requirements and is standardised across individual assessors, assessment locations and learners. In addition, the Awarding Body must ensure there is a robust system of external quality assurance to ensure quality and standardisation across centres.

Awarding Bodies should apply appropriate risk rating measures to individual assessment centres and ensure that robust quality assurance systems are in place to manage these risks on an individual basis.

**6. References**

**1** *Systems and Approval Guide (SQA) Pub code: BA6757*

<https://www.sqa.org.uk/files_ccc/Systems_and_Qualification_Approval_Guide.pdf>