



Assessment Strategy for:
Conduct the Assessment Process &
Conduct the Internal Verification Process

Group Award Codes:

GF8P 48

GF8R 48

Unit Codes:

H290 35

H291 35

Introduction to the PDAs

The PDAs have been developed to mirror the National Occupational Standards in assessment and internal verification, without the stipulation that assessment/verification must be within the workplace or within a realistic workplace environment, as would be the case for SVQs or other work-based qualifications for example. The PDAs therefore provide a benchmark standard for those who assess/verify from a wide variety of different, non workplace settings. For example, teachers or lecturers involved in the delivery of Skills for Work (SfW) courses or National Progression Awards (NPAs); training providers and Further Education (FE) centres offering Higher National (HN) qualifications and PDAs.

Requirements for assessor and verifier-candidates

The assessor Unit requires the assessor-candidate to assess the work of at least two candidates. On commencing assessment, assessor-candidates should already be in an assessor role that allows them to meet all of the requirements of '*Conduct the Assessment Process*'.

The internal verifier Unit requires internal verifier-candidates to verify the work of at least two assessors. Internal verifier-candidates should already have a suitable internal verifier role on commencement of verification that allows them to meet all of the requirements of '*Conduct the Internal Verification Process*'. It is also recommended internal verifier- candidates already have suitable assessor qualifications and/or experience.

The Requirements for Those Assessing and Verifying the PDAs

Assessors

All assessors will have a sound working knowledge of the content of the standards they are assessing and their assessment requirements. All assessors must also have a relevant qualification to assess the Units, and these might include one of the following, although this is not an exhaustive list:-

A1 or D32/33 or L&D9DI or TQFE/TQSE;

G9DA 47/ F7BW 35 Carry Out the Assessment Process;

PDAs Teaching in Further Education;

A teaching qualification recognised for registration with the GTCS or other equivalent bodies in the UK or Eire;

HN Unit DA3F 04 'Assessment and Moderation';

Assessors of assessor-candidates are required to have achieved their relevant assessor qualification before they can start to assess assessor-candidates.

Internal Verifiers

All internal verifiers will have sufficient experience of having conducted assessments of assessor or verifier type qualifications (depending on what they are proposing to verify).

Assessors of internal verifier- candidates must have achieved their assessor and verifier qualifications before they can start to assess verifier-candidates.

Suitable assessor qualifications could include those listed under 'Assessors' in this document.

Suitable internal verifier qualifications could include:-

V1 or D34 or L&D11

HN Unit DA3F 04 'Assessment and Moderation';

G9DC 48 / F7BW 35 Internally Verify the Assessment Process

CPD

All Assessors and verifiers should maintain CPD records showing how their practice is in line with current national standards and how they keep up to date with new information and practices associated with assessment and internal verification.