Mapping of HN Unit Conduct the Assessment Process to L&D9DI

Unit L&D9DI Assess Workplace Competence Using Direct and Indirect Methods (FD41 04) **Performance** **What the assessor-candidate must do**	HN Unit Conduct the Assessment Process Match	Further evidence requirements for L&D 9 DI
1 Prepare to assess a) Ensure candidates understand the purpose, requirements and processes of assessment	No Performance Evidence from Task 1 which meets PC a.	Supporting Performance Evidence required which contains information for candidates in relation to purpose, requirements and processes of assessment.
2 Plan assessments a) Identify evidence that is valid, authentic and sufficient b) Plan to use valid, fair and reliable and safe assessment methods c) Plan assessment to meet requirements and candidate needs	Task 1 requires assessment arrangements to be agreed with two candidates for the tasks to be assessed, i.e., two full Units each, or their equivalence. Assessment agreements must cover four methods/instruments of assessment. PCs a, b and c met in a non-workplace environment.	Evidence of planning workplace assessment using the following methods of assessment; • Observation • Questions • Examination of Work Products (both created and not created at the time of observation) • Plus one further method of assessment from L&D 9 DI listed methods of assessment.

3 Assess candidate performance and knowledge a) Collect evidence that is valid, authentic and sufficient b) Use valid, fair, reliable and safe assessment methods c) Make assessment decisions against specified criteria d) Work with others to ensure the standardisation of assessment practice and outcomes	Task 2 requires assessment decisions which meet PCs a, b, c in a non-workplace environment. Task 4 requires contribution to at least one standardisation meeting which meet PC d in a non-workplace environment.	Evidence of conducting workplace assessment using the following methods of assessment; • Observation • Questions • Examination of Work Products (both created and not created at the time of observation) Plus one further method of assessment from L&D9DI listed methods of assessment. Evidence of contributing to standardisation of workplace assessment practice and outcomes is required
4 Confirm progression and achievement a) Provide feedback to the learner that affirms achievement and identifies any additional requirements b) Maintain required records of the assessment process, its outcomes and candidate progress	Task 3 requires observation of the assessor candidate providing feedback to one candidate and records of feedback to two candidates. PC a met in a non-workplace environment. Task 3 requires observation of assessor candidate to confirm that communication of assessment decisions are recorded in a way that meet internal and external warding body requirements. PC b met in a non-workplace environment.	Evidence required of providing feedback to a learner in a workplace environment.

Knowledge **What the assessor-candidate must know**	HN Unit Conduct the Assessment Process Match	Further evidence required for Unit L&D9DI
1. Prepare to assess **a) How to judge when the candidate is ready for assessment** b) The range of information that should be made available to candidates before assessment begins c) The concepts and principles of assessment d) Standards to be assessed, assessment/evidence requirements, regulatory requirements **e) The candidates' job role and their work environment and how this influences which assessment approach to use**	No match Task 1, point 2 Task 1, point 1 Task 2, point 5 No match	The match is based on the Knowledge and/or Skills required for Unit Conduct the Assessment Process. Responses will relate to a non-workplace context. Knowledge and Understanding for Unit L&D9DI must be addressed as a separate component of the Unit, i.e., cannot be met by performance. Knowledge highlighted in bold has not been covered in Unit Conduct the Assessment Process Knowledge Requirements.
2. Plan assessments a) The principles of assessment (validity, authenticity, reliability, currency ,sufficiency (VARCS) **b) The uses, benefits and drawbacks of the different assessment methods, including those that use technology**	Task 2, point 2 No match – benefits and drawbacks of eight assessment methods are required. However, assessment methods are not specified.	The match is based on the Knowledge and/or Skills required for Unit Conduct the Assessment Process. Responses will relate to a non-workplace context. Knowledge and Understanding for Unit L&D9DI must be addressed as a separate component of the Unit, i.e., cannot be met by performance. Knowledge highlighted in bold has not been covered in Unit Conduct

c) Types of risks, including health, safety and welfare and quality assurance risks, when assessing and how to manage them	Task 2, point 7.	the Assessment Process Knowledge Requirements.
d) How to plan assessments in own area of responsibility, involving candidates and allowing access	No match.	
e) How assessment arrangements can be adapted to meet the diverse needs of individual candidates	No match.	
f) How disputes and appeals will be handled and how confidentiality will be maintained	Task 2, point 12 only covers disputes.	
3. Assess candidate performance and knowledge **a) The principles of competence based assessment (competent versus not yet competent)**	 No Match	The match is based on the Knowledge and/or Skills required for Unit Conduct the Assessment Process. Responses will relate to a non-workplace context.
b) How to judge evidence in relation to specified criteria ensuring the quality assurance principles are applied (valid, fair, reliable, current, safe)	Task 2, point 2	Knowledge and understanding for unit L&D 9 DI must be addressed as a separate component of the unit, i.e., cannot be met by performance.
c) Achieving objectivity and consistency when making assessment decisions and what to do when there is doubt	No match	Knowledge highlighted in red has not been covered in unit Conduct the Assessment Process knowledge requirements
d) Standardisation processes and how to contribute to those	Task 4, point 5	
e) How to co-operate and work effectively with others involved in the assessment process	Task 4, point 4	

4. Confirm progression and achievement **a) The purpose and value of feedback in the assessment cycle** b) How to deliver constructive feedback and the next steps in the assessment process c) How to ensure access and data protection requirements are adhered to when maintaining records of assessment and candidate progress. d) Internal quality assurance processes and procedures and how to apply these in practice **e) The value and purpose of continuing professional development for assessment practitioners**	 No match Task 3, evidence requirements Task 4, point 8 Task 4, points 2 & 3 No match	The match is based on the Knowledge and/or Skills required for Unit Conduct the Assessment Process. Responses will relate to a non-workplace context. Knowledge and Understanding for Unit L&D9DI must be addressed as a separate component of the Unit, i.e., cannot be met by performance. Knowledge highlighted in bold has not been covered in Unit Conduct the Assessment Process Knowledge Requirements.