

**Creative and Cultural Skills
Overarching Assessment Principles For
Occupational Qualifications**

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Contents

1.	Introduction	2
2.	Simulation	2
3.	Evidence	2
4.	Expertise of assessors, verifiers and expert witnesses	3

Appendices

Appendix A Assessment Requirements - Level 3 Diploma in Precious Metal CAD/CAM

Appendix B Assessment Requirements - Level 3 Diploma in Precious Metal Enamelling

Appendix C Assessment Requirements - Level 3 Diploma in Precious Metal Engraving

Appendix D Assessment Requirements - Level 3 Diploma in Gem Setting

Appendix E Assessment Requirements - Level 3 Diploma in Precious Metal Polishing and Finishing

Appendix F Assessment Requirements - Level 3 Diploma in Precious Metal Silversmithing

Appendix G Assessment Requirements - Level 3 Diploma in Jewellery Manufacture

Appendix H Assessment Requirements - Level 4 Diploma in Precious Metal Enamelling

Appendix I Assessment Requirements - Level 4 Diploma in Precious Metal Engraving

Appendix J Assessment Requirements - Level 4 Diploma in Gem Setting

Appendix K Assessment Requirements - Level 4 Diploma in Precious Metal Polishing and Finishing

Appendix L Assessment Requirements - Level 4 Diploma in Precious Metal Silversmithing

Appendix M Assessment Requirements - Level 4 Diploma in Jewellery Manufacture

1. Introduction

These Assessment Principles are applicable to all QCF occupational qualifications at all levels within the Creative and Cultural footprint unless otherwise specified. There are appendices to this document where there is additional information specific to the assessment of units of qualifications covered by this document.

These Assessment Principles are designed to supplement the guidance issued by the Regulatory Authorities, including the Additional Regulatory Requirements for Qualifications of the Type NVQ within the QCF, and guidance issued by Awarding Organisations.

2. Simulation

Any simulation allowed must:

- provide an environment which replicates the key characteristics of the workplace in which the skill to be assessed is normally employed.

Unless otherwise indicated, it is a general principle that evidence from simulations should only be employed under the following circumstances:

- where for the candidate to be assessed performing this task in a real working environment could be deemed to pose risks to the themselves or others .
- where the situation or task to be assessed arises so infrequently that it would be impractical to wait for an opportunity to assess it solely when it occurred for real
- at the discretion of the Awarding Organisation where it is considered the environment provided fully reflects a commercial working environment and that the demands on the candidate during simulation are neither more or less than they would be in a real work environment/situation.

Any simulation must be approved in advance by the External Verifier, and clear reasons must be given for its intended use. If approval is given, all Awarding Organisation guidance and requirements must be observed.

3. Evidence

Workplace performance evidence should form the greatest proportion of each candidate's evidence, attesting to the fact that for an occupational qualification the candidate has demonstrated competence across the full range of performance requirements and that they are able to apply relevant knowledge and skills.

Other types of acceptable evidence include, but are not limited to:

- Witness Testimony (Details of acceptable witnesses are found in "Section 4: Expertise of assessors, verifiers and witnesses")
- Logs/Diaries kept by Candidates
- Recorded answers to questions posed by the Assessor
- Recorded/Transcribed Interviews with the Candidate
- Recorded use of up-to-date commercial/industrial equipment
- E-portfolios and other forms of digital media
- Works documentation attributable to the candidate
- Both interim and final internal verification.

4. Expertise of assessors, verifiers and expert witnesses

Assessors must:

- Be competent to make qualitative judgements about the QCF units they are assessing. Illustrations of competence could include the assessor:
 - Having achieved the award/units themselves
 - Having substantial demonstrable experience in the job roles they are assessing
- Hold assessor qualifications appropriate to the nation in which they are working.

- Carry out their duties in accordance with current guidance on assessment practice issued by the regulatory authorities and the appropriate Awarding Organisation.
- Maintain appropriate evidence of development activities to ensure their assessment skills and occupational understanding are current (CPD)
- Have a working knowledge of the NOS and the awards and a full understanding of that part of the award for which they have responsibility. The Awarding Organisation will confirm this through examination of relevant CVs supported by relevant references.
- Meet any additional requirements as specified by the Awarding Organisation.

Internal verifiers must:

- Hold verifier qualifications appropriate to the nation in which they are working,
- Carry out their duties in accordance with current guidance on verification practice issued by the regulatory authorities and the appropriate Awarding Organisation.
- Maintain appropriate evidence of development activities to ensure their assessment skills and occupational understanding are current (CPD)
- Have relevant experience within the sector, a working knowledge of the QCF units/award and a full understanding of that part of the units/award for which they have responsibility. The Awarding Organisation will confirm this through examination of relevant CVs supported by relevant references.
- Meet any additional requirements as specified by the Awarding Organisation

External verifiers must:

- Be familiar with and/or experienced in the relevant sector and/or context to be able to verify that candidate evidence has met the requirements of the award and the requirements of the appropriate Awarding Organisation
- Be in possession of or be working towards external verifier qualifications appropriate to the nation in which they are working,
- Carry out their duties in accordance with the current guidance on verification practice issued by the regulatory authorities and appropriate Awarding Organisation.
- Maintain appropriate evidence of development activities to ensure their verification skills and occupational awareness are current (CPD)
- Not work with any centre in which they have a personal or financial interest.
- Meet any additional requirements as specified by the Awarding Organisation
- Take part in continuing professional development activities offered by the Awarding Organisation or other relevant providers in the sector to keep up-to-date with developments relating to the award and changes taking place in the industry

Expert Witnesses must:

Be competent to make judgements about the activity for which they are providing the testimony. As the assessment decision lies with the Assessor, it is their responsibility to verify this and, where challenged, to justify their acceptance of third party 'witness testimony' to the Internal Verifier.

Appendix A Assessment Requirements - Level 3 Diploma in Precious Metal CAD/CAM

Unit Ref	Unit Title	Range requirements
3.6	Form jewellery components	<p>Learning Outcome 2 Assessment Criteria 2.1</p> <p>Methods to include 3 from the following</p> <ul style="list-style-type: none"> ▪ Drawing wire ▪ Using jigs ▪ Rolling mills ▪ Using pressed stampings ▪ Pliers
3.9	Join jewellery components by soldering	<p>Learning Outcome 3 Assessment Criteria 3.2</p> <p>Join complex jewellery items using a range of heating equipment including 2 from the following:</p> <ul style="list-style-type: none"> ▪ Micro weld ▪ Natural gas and air (compressed or mouth blown) ▪ Propane ▪ Propane or natural gas and oxygen ▪ Laser welding
3.10	Form silverware components	<p>Learning Outcome 2 Assessment Criteria 2.1</p> <p>Produce three dimensional complex silverware components using a range of methods including 2 from the following</p> <ul style="list-style-type: none"> ▪ Drawing and swaging wire ▪ Blocking and sinking ▪ Jigs ▪ Raising and planishing <p>Assessment Criteria 2.3</p> <p>Produce complex silverware components using a range of techniques including 2 from the following:</p> <ul style="list-style-type: none"> ▪ Spinning ▪ Turning ▪ Stamping ▪ Raising ▪ Forging ▪ Scoring and folding
3.12	Join silverware components by soldering	<p>Learning Outcome 3 Assessment Criteria 3.3</p> <p>Join complex silverware components using a range of heating equipment including one from the following:</p> <ul style="list-style-type: none"> ▪ Oxygen and acetylene ▪ Natural gas and air (compressed or mouth

		<p>blown)</p> <ul style="list-style-type: none"> ▪ Propane ▪ Propane and compressed air ▪ Laser welding
3.13	Use mechanical methods to join precious metal components	<p>Learning Outcome 3 Assessment Criteria 2.1</p> <p>Join components using a range of mechanical methods including 3 from the following:</p> <ul style="list-style-type: none"> ▪ Pegs and cheniers ▪ Riveting ▪ Screw threads ▪ Hinges

Appendix B Assessment Requirements - Level 3 Diploma in Precious Metal Enamelling

Unit Ref	Unit Title	Range requirements
3.6	Form jewellery components	<p>Learning Outcome 2 Assessment Criteria 2.1</p> <p>Methods to include 3 from the following</p> <ul style="list-style-type: none"> ▪ Drawing wire ▪ Using jigs ▪ Rolling mills ▪ Using pressed stampings ▪ Pliers
3.9	Join jewellery components by soldering	<p>Learning Outcome 3 Assessment Criteria 3.2</p> <p>Join complex jewellery items using a range of heating equipment including 2 from the following:</p> <ul style="list-style-type: none"> ▪ Micro weld ▪ Natural gas and air (compressed or mouth blown) ▪ Propane ▪ Propane or natural gas and oxygen ▪ Laser welding
3.13	Use mechanical methods to join precious metal components	<p>Learning Outcome 3 Assessment Criteria 2.1</p> <p>Join components using a range of mechanical methods including 3 from the following:</p> <ul style="list-style-type: none"> ▪ Pegs and cheniers ▪ Riveting ▪ Screw threads ▪ Hinges
3.14A	Polish and finish jewellery components to a commercial standard	<p>Learning Outcome 3 Assessment Criteria 3.2</p> <p>Polish work made from a range of precious metals including one from the following:</p> <ul style="list-style-type: none"> ▪ Silver ▪ Gold ▪ Platinum ▪ Palladium <p>Assessment Criteria 3.3</p> <p>Finish work using a range of equipment including 3 from the following:</p>

		<ul style="list-style-type: none"> ▪ Polishing lathe ▪ Pendant motor ▪ Ultrasonic ▪ Rhodium and gold plating
3.14B	Polish and finish silverware components to a commercial standard	<p>Learning Outcome 3</p> <p>Assessment Criteria 3.2</p> <p>Polish work made from a range of precious metals including one of the following</p> <ul style="list-style-type: none"> ▪ Silver ▪ Gold <p>Assessment Criteria 3.3</p> <p>Finish work using a range of equipment including 3 from the following:</p> <ul style="list-style-type: none"> ▪ Polishing lathe ▪ Pendant motor ▪ Ultrasonic ▪ Silver plating ▪ Gold plating
3.16B	Produce engraved surfaces for precious metal items	<p>Learning Outcome 2</p> <p>Assessment Criteria 2.1</p> <p>Produce engraved items in a range of materials including 2 from the following:</p> <ul style="list-style-type: none"> ▪ Silver ▪ Gold ▪ Copper ▪ Brass <p>Assessment Criteria 2.2</p> <p>Produce work according to a range of engraving designs including 2 from the following:</p> <ul style="list-style-type: none"> ▪ Textured and ornamental work ▪ Basic lettering and monograms ▪ Heraldic patterns and heraldic colours ▪ Basic carved work

Appendix C Assessment Requirements - Level 3 Diploma in Precious Metal Engraving

Unit Ref	Unit Title	Range requirements
3.14B	Polish and finish silverware components to a commercial standard	<p>Learning Outcome 3</p> <p>Assessment Criteria 3.2</p> <p>Polish work made from a range of precious metals including one of the following</p> <ul style="list-style-type: none"> ▪ Silver ▪ Gold <p>Assessment Criteria 3.3</p> <p>Finish work using a range of equipment including 3 from the following:</p> <ul style="list-style-type: none"> ▪ Polishing lathe ▪ Pendant motor ▪ Ultrasonic ▪ Silver plating ▪ Gold plating
3.16B	Produce engraved surfaces for precious metal items	<p>Learning Outcome 2</p> <p>Assessment Criteria 2.1</p> <p>Produce engraved items in a range of materials including 2 from the following:</p> <ul style="list-style-type: none"> ▪ Silver ▪ Gold ▪ Copper ▪ Brass <p>Assessment Criteria 2.2</p> <p>Produce work according to a range of engraving designs including 2 from the following:</p> <ul style="list-style-type: none"> ▪ Textured and ornamental work ▪ Basic lettering and monograms ▪ Heraldic patterns and heraldic colours ▪ Basic carved work
3.17	Produce chased items for precious metal objects	<p>Learning Outcome 3</p> <p>Assessment Criteria 3.6</p> <p>Produce a range of chased work using a variety of techniques including 3 from the following:</p> <ul style="list-style-type: none"> ▪ Flat chasing ▪ Curved work ▪ Repousse work ▪ The detailing of small castings
3.19	Produce tools and jigs for use in the manufacture of precious metal objects	<p>Learning Outcome 2</p> <p>Assessment Criteria 2.1</p> <p>Produce the required tools or jigs using a range of materials including 1</p>

		<p>from the following:</p> <ul style="list-style-type: none"> ▪ Ferrous ▪ Non-ferrous ▪ Non-metallic
3.20	Set gemstones by hand in the manufacture of jewellery items	<p>Learning Outcome 3</p> <p>Assessment Criteria 3.7</p> <p>Produce a range of secure gemstone setting styles including 3 from the following:</p> <ul style="list-style-type: none"> ▪ Rub over ▪ Thread and grain setting ▪ Star setting ▪ Gypsy/flush setting ▪ Pavé settings including: 5 grain / 6 grain / single grain / offset / micro ▪ A range of claw settings including: rex collets / emerald / round / v claw / square ▪ Channel setting <p>Assessment Criteria 3.8</p> <p>Produce secure gemstone settings using a range of methods including one from the following:</p> <ul style="list-style-type: none"> ▪ Scorper/graver ▪ Air gravers ▪ Stereo-microscope <p>Assessment Criteria 3.9</p> <p>Work with a range of metals to produce gemstone settings in a range of settings including 2 from the following:</p> <ul style="list-style-type: none"> ▪ Copper ▪ Silver ▪ Gold ▪ Platinum ▪ Palladium

Appendix D Assessment Requirements - Level 3 Diploma in Gem Setting

Unit Ref	Unit Title	Range requirements
3.14A	Polish and finish jewellery components to a commercial standard	<p>Learning Outcome 3</p> <p>Assessment Criteria 3.2</p> <p>Polish work made from a range of precious metals including one from the following:</p> <ul style="list-style-type: none"> ▪ Silver ▪ Gold ▪ Platinum ▪ Palladium <p>Assessment Criteria 3.3</p> <p>Finish work using a range of equipment including 3 from the following:</p> <ul style="list-style-type: none"> ▪ Polishing lathe ▪ Pendant motor ▪ Ultrasonic ▪ Rhodium and gold plating
3.14B	Polish and finish silverware components to a commercial standard	<p>Learning Outcome 3</p> <p>Assessment Criteria 3.2</p> <p>Polish work made from a range of precious metals including one of the following</p> <ul style="list-style-type: none"> ▪ Silver ▪ Gold <p>Assessment Criteria 3.3</p> <p>Finish work using a range of equipment including 3 from the following:</p> <ul style="list-style-type: none"> ▪ Polishing lathe ▪ Pendant motor ▪ Ultrasonic ▪ Silver plating ▪ Gold plating
3.16B	Produce engraved surfaces for precious metal items	<p>Learning Outcome 2</p> <p>Assessment Criteria 2.1</p> <p>Produce engraved items in a range of materials including 2 from the following:</p> <ul style="list-style-type: none"> ▪ Silver ▪ Gold ▪ Copper

		<ul style="list-style-type: none"> ▪ Brass <p>Assessment Criteria 2.2</p> <p>Produce work according to a range of engraving designs including 2 from the following:</p> <ul style="list-style-type: none"> ▪ Textured and ornamental work ▪ Basic lettering and monograms ▪ Heraldic patterns and heraldic colours ▪ Basic carved work
3.19	Produce tools and jigs for use in the manufacture of precious metal objects	<p>Learning Outcome 2</p> <p>Assessment Criteria 2.1</p> <p>Produce the required tools or jigs using a range of materials including 1 from the following:</p> <ul style="list-style-type: none"> ▪ Ferrous ▪ Non-ferrous ▪ Non-metallic

Appendix E Assessment Requirements - Level 3 Diploma in Precious Metal Polishing and Finishing

Unit Ref	Unit Title	Range requirements
3.11	Produce spun silverware components	<p>Learning Outcome 2 Assessment Criteria 2.4</p> <p>Produce complex spun items from a range of materials including 2 from the following:</p> <ul style="list-style-type: none"> ▪ Silver ▪ Copper ▪ Gilding metal ▪ Brass ▪ Nickel Silver ▪ Aluminium
3.14A	Polish and finish jewellery components to a commercial standard	<p>Learning Outcome 3 Assessment Criteria 3.2</p> <p>Polish work made from a range of precious metals including one from the following:</p> <ul style="list-style-type: none"> ▪ Silver ▪ Gold ▪ Platinum ▪ Palladium <p>Assessment Criteria 3.3</p> <p>Finish work using a range of equipment including 3 from the following:</p> <ul style="list-style-type: none"> ▪ Polishing lathe ▪ Pendant motor ▪ Ultrasonic ▪ Rhodium and gold plating
3.14B	Polish and finish silverware components to a commercial standard	<p>Learning Outcome 3 Assessment Criteria 3.2</p> <p>Polish work made from a range of precious metals including one of the following</p> <ul style="list-style-type: none"> ▪ Silver ▪ Gold <p>Assessment Criteria 3.3</p> <p>Finish work using a range of equipment including 3 from the following:</p> <ul style="list-style-type: none"> ▪ Polishing lathe ▪ Pendant motor ▪ Ultrasonic ▪ Silver plating