Choosing Appropriate Assessor and/or Verifier Qualifications

Note

In the table that follows, column 1 describes **four** types of qualification being assessed or internally verified and the context for assessment, that is, a workplace * or non-workplace ** environment. With the exception of TQFE, all the qualifications listed in the table can be undertaken at SQA-approved centres. For each type:

- Column 2 lists the types of assessor or internal verifier qualifications that those assessing or internally verifying are required to achieve.
- Column 3 lists the types of assessor or verifier qualification that centres may accept when recruiting new assessor or internal verifiers.

Seeking advice on the most appropriate qualifications

For any qualification achieved or being undertaken with another awarding body or Higher Educational Institute and not listed in the table below, please note a decision as to their suitability for the role or assessor and/or internal verifier will be made on a case-by-case basis by SQA awarding body.

In such instances, centres are advised to contact their SQA Business Development Manager, the Qualifications Manager or the SQA Business Development and Customer Support Team on 0303 333 0330 or email: mycentre@sqa.org.uk when requiring assistance in deciding upon the most appropriate qualification for assessors and internal verifiers.

Regulated workplace assessor or internal verifier qualifications such as J8RP 04 (CLDLD9D), J8RR 04 (CLDLD9DI), J8RT 04 (CLDLD11SQA) and the equivalent RQF units must be achieved by:

- Assessor-candidates conducting assessment in their learners' workplace

- Internal verifier–candidates conducting internal verification of assessment carried out in learners' workplaces.

Note:

In school/college or private training provider partnerships, only those members of the Assessment team responsible for the assessment and/or internal verification of assessment decisions of the workplace element of assessment or SVQ units in Foundation Apprenticeships, can work towards the aforementioned Workplace Assessor/Verifier awards.

Those whose role it is to solely assess and/or internally verify assessment decisions of the knowledge and understanding components, would not therefore, meet the criteria of assessment of workplace competence, assessed in the workplace criteria or the internal verification of said assessment decisions.

* Approved Realistic Working Environments (RWE) are deemed to be the learners' workplace for some SVQ qualification areas. Please consult the Assessment Strategy for the vocational area concerned for further details on whether or not this is permitted.

Note: In all situations it is imperative that assessors and/or internal verifiers meet the occupational competence requirements specified in the Assessment Strategy and/or Group Award Specification for the qualification being assessed or internally verified.

While assessing the following qualifications:	Assessor-candidates must achieve one of the following assessor qualifications:	Centres can accept the following assessor qualifications:
SVQ and/or NVQ units and SQA qualifications based on the assessment of workplace competence, assessed in the candidates' workplace. (SQA qualifications including, for example, Workplace Core Skills, * PDAs based on SVQ units and the workplace element of assessment or SVQ units in Foundation Apprenticeships).	- CLDLD9D (J8RP 04) or CLDLD9DI (J8RR 04) - TQFE plus CPD (in line with the relevant occupational assessment strategy and demonstrating working to current CLDLD9D or DI (J8RP 04 or J8RR 04) Standard - RQF Level 3 Award in Assessing Competence in the Work Environment (GA2M 69) ** - RQF Level 3 Certificate in Assessing Vocational Achievement (GA2X 70) ***	- L&D9D or L&D9DI plus CPD (in line with the current CLDLD9D or DI (J8RP 04 or J8RR 04) Standard - A1 or A2 plus CPD (in line with the current CLDLD9D or DI (J8RP 04 or J8RR 04) Standard. - TQFE plus CPD (in line with the relevant occupational assessment strategy and demonstrating working to current CLDLD9D or DI (J8RP 04 or J8RR 04) Standards. - D32 and/or D33 plus CPD (in line with current CLDLD9D or DI (J8RP 04 or J8RR 04) Standard) - RQF Level 3 Award in Assessing Competence ** in the Work Environment - RQF Level 3 Certificate in Assessing Vocational Achievement ***

While assessing the following qualifications:	Assessor-candidates must achieve one of the following assessor qualifications:	Centres can accept the following assessor qualifications:
Qualifications on the RQF with the purpose of D1: Confirming competence in an occupational role to the standards required — assessed in the candidates' workplace. **Competence-based Qualifications (CBQs) based on National Occupational Standards and assessed in the candidate's workplace.**	• CLDLD9D (J8RP 04) or CLDLD9DI (J8RR 04) • TQFE plus CPD (in line with the relevant occupational assessment strategy and demonstrating working to current CLDLD9D or DI (J8RP 04 or J8RR 04) Standards) • RQF Level 3 Award in Assessing Competence in the Work Environment ** • RQF Level 3 Certificate in Assessing Vocational Achievement ***	• L&D9D or L&D9DI plus CPD (in line with the current CLDLD9D or DI (J8RP 04 or J8RR 04) Standard • A1 or A2 plus CPD (in line with the current CLDLD9D or DI (J8RP 04 or J8RR 04) Standard • TQFE plus CPD (in line with the relevant occupational assessment strategy and demonstrating working to current CLDLD9D or DI (J8RP 04 or J8RR 04) Standards • D32 and/or D33 plus CPD (in line with current CLDLD9D or DI (J8RP 04 or J8RR 04) Standard • RQF Level 3 Award in Assessing Competence in the Work Environment ** • RQF Level 3 Certificate in Assessing Vocational Achievement ***

* Providing the evidence is produced by the learner in their place of work, carrying out activities that are naturally occurring.

** The RQF Level 3 Award comprises two units. Unit 1 is a knowledge unit and Unit 2 requires assessment to be conducted in the workplace.

*** The RQF Level 3 Certificate comprises three units. Unit 1 is a knowledge unit, Unit 2 requires assessment to be conducted in the workplace and Unit 3 requires assessment to be conducted in non-workplace environments.

Please note a CPD Toolkit and Recording Document is available on the SQA open website.

While assessing the following qualifications:	Assessor-candidates may seek to achieve one of the following assessor qualifications:	Centres may accept the following assessor qualifications:
Non-workplace qualifications — those that don't require candidates to display workplace competence in their place of work. Non-workplace qualifications include: • National Qualifications (NQs), for example, Skills for Work • SQA pre-employment Awards for example, Employability and Steps to Work • Higher National Units or Certificates or Diplomas (HN or HNC or HND) • National Certificates (NCs) National Progression Awards (NPAs) for example, PC Passport, Enterprise and Employability, Certificate of Work Readiness • Professional Development Awards (PDAs) that are non-SVQ unit based • NQ Core Skills — assessment of Workplace Core Skills where evidence is derived from SQA Assessment Support Packs (ASPs) • Foundation Apprenticeships (excluding the workplace element of assessment/SVQ units	• Conduct the Assessment Process (GF8P 48) • TQFE plus CPD ** (in line with the relevant occupational assessment strategy and demonstrating working to current CLDLD9D or DI (J8RP 04 or J8RR 04) Standards) • RQF Level 3 Award in Assessing Vocationally Related Achievement (GA2N 69) ***	• L&D9D or L&D9DI (FD40 04/FD41 04) plus CPD ** (in line with the current CLDLD9D or DI (J8RP 04 or J8RR 04) Standard) • Conduct the Assessment Process (GF8P 48) • Carry out the Assessment Process (G9DA 47) • A1 or A2 plus CPD ** (in line with the current CLDLD9D or DI (J8RP 04 or J8RR 04) Standard) • TQFE plus CPD ** (in line with the relevant occupational assessment strategy and demonstrating working to current CLDLD9D or DI (J8RP 04 or J8RR 04) Standards) • D32 and/or D33 plus CPD ** (in line with the current CLDLD9D or DI (J8RP 04 or J8RR 04) Standard)

While assessing the following qualifications:	Assessor-candidates may seek to achieve one of the following assessor qualifications:	Centres may accept the following assessor qualifications:
		- RQF Level 3 Award in Assessing Competence in the Work Environment (GA2M 69) - RQF Level 3 Award in Assessing Vocationally Related Achievement (GA2N 69) *** - RQF Level 3 Certificate in Assessing Vocational Achievement (GA2X 70) ****

** CPD is a recommendation for those assessing non-workplace qualifications rather than a requirement.

*** The RQF Level 3 Award comprises two units. Unit 1 is a knowledge unit and Unit 3 requires assessment to be conducted in non-workplace environments.

**** The RQF Level 3 Certificate comprises three units. Unit 1 is a knowledge unit, Unit 2 requires assessment to be conducted in the workplace and Unit 3 requires assessment to be conducted in non-workplace environments.

While assessing the following qualifications:	Assessor-candidates may seek to achieve one of the following assessor qualifications:	Centres may accept the following assessor qualifications:
In-company standards or units that are assessed in the workplace but not awarded by an awarding body.	• CLDLD9D (J8RP 04) or CLDLD9DI (J8RR 04) • RQF Level 3 Award in Assessing Competence in the Work Environment * • RQF Level 3 Certificate in Assessing Vocational Achievement ** **Note:** Information relating to the conditions required for achieving assessor/internal verifier qualifications where the standards/units being assessed by the assessor-candidate are not externally quality assured, can be found on SQA's Learning and Development web pages. Refer to the document 'Achieving the Assessor and Verifier units through assessing or verifying workplace standards/qualifications not subject to awarding body quality assurance: a checklist for SQA approved centres'.	• L&D9D or L&D9DI plus CPD *** (in line with the current CLDLD9D or DI (J8RP 04 or J8RR 04) Standard) • A1 or A2 plus CPD *** (in line with the current CLDLD9D or DI (J8RP 04 or J8RR 04) Standard) • D32 and/or D33 plus CPD *** (in line with the current CLDLD9D or DI (J8RP 04 or J8RR 04) Standard) • RQF Level 3 Award in Assessing Competence in the Work Environment * • RQF Level 3 Certificate in Assessing Vocational Achievement **

* The RQF Level 3 Award comprises two units. Unit 1 is a knowledge unit and Unit 3 requires assessment to be conducted in non-workplace environments.

** The RQF Level 3 Certificate comprises three units. Unit 1 is a knowledge unit; Unit 2 requires assessment to be conducted in the workplace and Unit 3 requires assessment to be conducted in non-workplace environments.

*** For those assessing in-company standards/units not awarded by an awarding body, CPD is a recommendation rather than a requirement.

Please note a CPD Toolkit and Recording Document is available on the SQA open website.

While internally verifying the following qualifications:	Internal-verifier candidates must achieve one of the following verifier qualifications:	Centres can accept the following verifier qualifications:
SVQ and/or NVQ units and SQA qualifications based on the assessment of workplace competence, assessed in the candidate's workplace. (SQA qualifications include Workplace Core Skills and PDAs based on SVQ units. Also, the SVQ units or workplace element of assessment in Foundation Apprenticeships).	• CLDLD11SQA (J8RT 04) • RQF Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice	• L&D11 plus CPD (in line with the current CLDLD11SQA (J8RT 04) Standard * • V1 plus CPD (in line with the current CLDLD11SQA (J8RT 04) Standard) * • D34 plus CPD (in line with the current CLDLD11SQA (J8RT 04) Standard) * • RQF level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice • RQF Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice

While internally verifying the following qualifications:	Internal-verifier candidates must achieve one of the following verifier qualifications:	Centres can accept the following verifier qualifications:
Qualifications in the RQF with the purpose of D1: Confirming competence in an occupational role to the standards required. **Competence-based Qualifications (CBQs) based on National Occupational Standards and assessed in the candidate's workplace.**	• CLDLD11SQA (J8RT 04) • RQF Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice	• L&D11 plus CPD (in line with the current CLDLD11SQA (J8RT 04) Standard) * • V1 plus CPD (in line with the current CLDLD11SQA (J8RT 04) Standard) * • D34 plus CPD (in line with the current CLDLD11SQA (J8RT 04) Standard) * • RQF Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice • RQF Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice

* CPD Toolkit and Recording Documents available on SQA open website.

Note: Achievement of all individual units of the group award is also acceptable.

While internally verifying the following qualifications:	Candidates may seek to achieve one of the following verifier qualifications:	Centres may accept the following verifier qualifications:
Non-workplace qualifications — those that don't require candidates to display workplace competence in their place of work. Non-workplace qualifications include: • National Qualifications (NQs), for example, Skills for Work, National 5 to Advanced Higher • SQA Awards, for example, Employability and Steps to Work • Higher National Units or Certificates or Diplomas (HN or HNC or HND • National Certificates (NCs) National Progression Awards (NPAs), for example, PC Passport, Enterprise and Employability, Certificate of work readiness • Professional Development Awards (PDAs) that are non-SVQ unit based • NQ Core Skills • Foundation Apprenticeships (excluding the workplace element of assessment or SVQ units	• Conduct the Internal Verification Process • RQF Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice	• L&D11 plus CPD ** (in line with the current CLDLD11SQA (J8RT 04) Standard) *** • Conduct the Internal Verification Process • Internally Verify the Assessment Process plus CPD ** (in line with the current CLDLD11SQA (J8RT 04) Standard) *** • V1 plus CPD ** (in line with the current CLDLD11SQA (J8RT 04) Standard ***) • D34 plus CPD ** (in line with the current CLDLD11SQA (J8RT 04) Standard ***) • RQF Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice *** • RQF Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice

** CPD is a recommendation for those verifying non-workplace qualifications rather than a requirement.

*** CPD Toolkit and Recording Documents available on SQA open website.

**** Achievement of all individual units from the group award is also acceptable.

While internally verifying the following qualifications:	Candidates may seek to achieve one of the following verifier qualifications:	Centres may accept the following verifier qualifications:
In-company standards or units that are assessed in the workplace but not awarded by an awarding body.	• CLDLD11SQA (J8RT 04) • RQF Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice **Note:** Information relating to the conditions required for achieving verifier qualifications where the standards/units being verified by the verifier-candidate are not externally quality assured can be found on SQA's Learning and Development web pages. See the document 'Achieving the Assessor and Verifier units through assessing/verifying workplace standards/qualifications not subject to awarding body quality assurance: a checklist for SQA approved centres'.	• L&D11 plus CPD * (in line with the current CLDLD11SQA (J8RT 04) Standard **) • V1 plus CPD * (in line with the current CLDLD11SQA (J8RT 04) Standard **) • D34 plus CPD * (in line with the current CLDLD11SQA (J8RT 04) Standard **) • RQF Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice • RQF Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice

Note: Achievement of individual units of the group award is also acceptable.

* For those assessing in-company standards or units not awarded by an awarding body, CPD is a recommendation rather than a requirement.

Please note a CPD Toolkit and Recording Document is available on the SQA open website.

Appendix

SQA Predecessor Learning and Development units (Assessor, Internal Verifier and External Verifier)

L & D units:

L&D9D   FD40 04   Assess Workplace Competence Using Direct Methods

L&D9DI   FD41 04   Assess Workplace Competence Using Direct and Indirect Methods

L&D11   FD43 04   Internally Monitor and Maintain the Quality of Workplace Assessment

L&D12   FD44 04   Externally Monitor and Maintain the Quality of Workplace Assessment

A & V units:

A1   D94L 04   Assess Candidates Using a Range of Methods

A2   D94M 04   Assess Candidates' Performance Through Observation

V1   D94P 04   Conduct Internal Quality Assurance of the Assessment Process

V2   D94N 04   Conduct External Quality Assurance of the Assessment Process

SQA Predecessor Learning and Development units (Assessor, Internal Verifier and External Verifier) — continued

D units:

D32   B2WH 04   Assess Candidate Performance

D33   B2WJ 04   Assess Candidate Using Differing Sources of Evidence

D34   B08W 04   Internally Verify the Assessment Process

D35   B59N 04   Externally Verify the Assessment Process