**CPD Toolkit: Templates section**

**Unit Assess Workplace Competence Using Direct and Indirect Methods (J3P0 48)**

| **Performance**  **What the assessor-candidate must do** | **Supporting procedures** | **I already include in my practice = C**  **I need to include in my practice = X** |
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| **1 Prepare to assess**   1. Ensure candidates understand the purpose, requirements and processes of assessment |  |  |
| **2 Plan assessments**   1. Identify evidence that is valid, authentic and sufficient 2. Plan to use valid, fair and reliable and safe assessment methods 3. Plan assessment to meet requirements and candidate needs |  |  |
| **3 Assess candidate performance and knowledge**   1. Collect evidence that is valid, authentic and sufficient 2. Use valid, fair, reliable and safe assessment methods 3. Make assessment decisions against specified criteria 4. Work with others to ensure the standardisation of assessment practice and outcomes |  |  |
| **4 Confirm progression and achievement**   1. Provide feedback to the learner that affirms achievement and identifies any additional requirements 2. Maintain required records of the assessment process, its outcomes and candidate progress |  |  |

| **Knowledge**  **What the assessor-candidate must know** | **I already understand and apply this knowledge = C**  **I need to understand or apply this knowledge = X** |
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| 1. **Prepare to assess** 2. How to judge when the candidate is ready for assessment 3. The range of information that should be made available to candidates before assessment begins 4. The concepts and principles of assessment 5. Standards to be assessed, assessment/evidence requirements, regulatory requirements 6. The candidates’ job role and their work environment and how this influences which assessment approach to use |  |
| 1. **Plan assessments** 2. The principles of assessment (validity, authenticity, reliability, currency, sufficiency (VARCS)) 3. The uses, benefits and drawbacks of the different assessment methods, including those that use technology 4. Types of risks, including health, safety and welfare and quality assurance risks, when assessing and how to manage them 5. How to plan assessments in own area of responsibility, involving candidates and allowing access 6. How assessment arrangements can be adapted to meet the diverse needs of individual candidates 7. How disputes and appeals will be handled and how confidentiality will be maintained |  |
| 1. **Assess candidate performance and knowledge** 2. The principles of competence-based assessment (competent versus not yet competent) 3. How to judge evidence in relation to specified criteria ensuring the quality assurance principles are applied (valid, fair, reliable, current, safe) 4. Achieving objectivity and consistency when making assessment decisions and what to do when there is doubt 5. Standardisation processes and how to contribute to those 6. How to co-operate and work effectively with others involved in the assessment process |  |
| 1. **Confirm progression and achievement** 2. The purpose and value of feedback in the assessment cycle 3. How to deliver constructive feedback and the next steps in the assessment process 4. How to ensure access and data protection requirements are adhered to when maintaining records of assessment and candidate progress. 5. Internal quality assurance processes and procedures and how to apply these in practice 6. The value and purpose of continuing professional development for assessment practitioners |  |

**Unit Internally Monitor and Maintain the Quality of Workplace Assessment (J45B 48)**

| **Performance**  **What the verifier-candidate must do** | **Supporting procedures** | **I already include in my practice = C**  **I need to include in my practice = X** |
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| 1. **Prepare to carry out internal Quality** **Assurance** 2. Prepare to monitor the quality of assessment |  |  |
| 1. **Plan internal Quality Assurance** 2. Plan monitoring activities to ensure the quality of assessment is maintained |  |  |
| 1. **Carry out planned monitoring of the quality of assessment** 2. Determine whether assessment processes and systems meet and operate according to quality requirements 3. Check that assessors meet the requirements for their role 4. Check that assessments are planned, prepared for and carried out according to agreed procedures 5. Check that assessment methods are safe, fair, valid and reliable 6. Check that assessment decisions are made using specified criteria 7. Compare assessor decisions to ensure that they are consistent 8. Provide assessors with feedback, advice and support to help them maintain and improve their assessment practice |  |  |
| 1. **Meet appropriate External Quality Assurance requirements** 2. Work with others to ensure the standardisation of assessment practice and outcomes 3. Follow agreed procedures when there are significant concerns about the quality of assessment 4. Follow agreed procedures for the recording, storing, reporting and confidentiality of information |  |  |

| **Knowledge**  **What the verifier-candidate must know** | **I already understand and apply this knowledge = C**  **I need to understand or apply this knowledge = X** |
| --- | --- |
| 1. **Prepare to carry out internal Quality Assurance** 2. The standards being assessed and the assessment/evidence requirements 3. The relevant Assessment Strategy and external and internal Quality Assurance requirements 4. The principles of assessment and Quality Assurance 5. Procedures to follow when preparing for monitoring activity 6. Agreed procedures for planning, preparing for and carrying out assessment 7. Criteria for judging the quality of the assessment process 8. Roles, responsibilities of, and requirements for, assessors/Lead IV/IVs/EVs 9. Special assessment arrangements 10. The uses, benefits and drawbacks of different assessment methods 11. Legal issues, policies and procedures including those for health, safety and welfare |  |
| 1. **Plan internal Quality Assurance** 2. Procedures to follow when planning monitoring activity 3. Principles of assessment (Validity, Accuracy, Reliability, Currency, Sufficiency (VARCS)) 4. Assessment cycle — when you would use interim and final verification 5. Principles and techniques of sampling, and their application including the appropriate use of technology 6. Quality Assurance risk management 7. Internal Quality Assurance policies/procedures/strategy 8. Policies, procedures and requirements re information management, data protection and confidentiality in relation to assessment and Quality Assurance |  |
| **Knowledge**  **What the verifier-candidate must know** | **I already understand and apply this knowledge = C**  **I need to understand or apply this knowledge = X** |
| 1. **Carry out planned monitoring of the quality of assessment** 2. Assessment and Quality Assurance principles, requirements, policy and practice (Validity, Accuracy, Reliability, Accuracy, Sufficiency (VARCS)) 3. Agreed procedures for planning, preparing and carrying out assessment 4. Assessor/IV roles and requirements 5. Assessment specifications and risk identification and management 6. Criteria for judging quality of assessment 7. Methods of monitoring assessor practice and recording sampling to showing a clear audit trail 8. Standardisation processes and how to co-ordinate and contribute to these 9. Types of feedback, advice and support that assessors need and how to meet those needs 10. Procedures to use when there are disputes and concerns about quality of assessment and Quality Assurance 11. Equality and Diversity issues in relation to assessment and Quality Assurance and how these should be addressed 12. Requirements for information management, data protection and confidentiality and communication in relation to assessment and Quality Assurance 13. Continuous Professional Development (CPD) planning and implementation including working towards national standards in assessment and verification |  |
| 1. **Meet appropriate External Quality Assurance requirements** 2. External Quality Assurance requirements prior to, during and post monitoring activities 3. Procedures to use when there are disputes and concerns about quality of assessment 4. Standardisation processes and how to co-ordinate and contribute to these 5. Methods of reporting on internal Quality Assurance and reviews of practice 6. Organisation’s Quality Assurance responsibilities and requirements re information management, data protection, confidentiality and communication |  |

**Action/Development Plan**

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| **Practice/knowledge identified as a shortfall** | **Actions you plan to take to address shortfall** |
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