

**City & Guilds Level 3 Award/Certificate in Training, Assessment and Quality Assurance
October 2026**

Qualifications: Level 3 6317-61, 62, 63, 64, 65, 66, 67

Candidate Skill scan

Candidate Name	Date
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Unit 305 Understand Vocational Assessment

For each of the statements below mark 'YES' or 'NO' with a tick or cross in the box.

LO1 The Principles and Requirements of Technical and Vocational Assessment

Do you already know:		YES	NO	Notes
1.1	The key concepts and principles of assessment			
1.2	The function of assessment in learning and skills			
1.3	The key roles and responsibilities of an assessor			

1.4	The regulations and requirements relevant to assessment in my own area of practice			
1.5	The application of digital technologies in the assessment process			

LO2 Understand Different Assessment Methods

Do you already know:		YES	NO	Notes
2.1	The strengths and limitations of a range of assessment methods in relation to the individual learner needs			

LO3 Understand How to Plan Inclusive and Safe Assessments

Do you already know:		YES	NO	Notes
3.1	The key factors to consider when planning assessment			
3.2	The benefits of using a holistic approach to assessment			
3.3	How to plan an inclusive approach to assessment			
3.4	The types of risks that may be involved in assessment in my own area of responsibility			
3.5	How to minimise risks through the planning process			

LO4 Understand How to Involve Learners and Others in Assessments

Do you already know:		YES	NO	Notes
4.1	The importance of involving the learner and others in the assessment process			
4.2	The types of information that should be made available to learners and others involved in the assessment process			
4.3	How assessment should meet individual learner needs			

LO5 Understand How to Make Assessment Decisions

Do you already know:		YES	NO	Notes
5.1	The meaning and application of the terms valid, authentic, current, and sufficient when judging evidence			

LO6 Understand Quality Assurance of the Assessment Process

Do you already know:		YES	NO	Notes
6.1	The importance of quality assurance in the assessment process			
6.2	The quality assurance and standardisation procedures in your own area of practice			
6.3	The relevant procedures to deal with disputes related to assessment in your own area of practice			

LO7 Understand How to Manage Information Relating to Assessment

Do you already know:		YES	NO	Notes
7.1	The importance of following legal and organisational procedures for the management of information relating to assessment			

LO8 Understand the Legal and Good Practice Requirements in Relation to Assessment

Do you already know:		YES	NO	Notes
8.1	The requirements for equality and diversity and, Inclusion and, where appropriate, bilingualism in relation to assessment			
8.2	The health safety welfare requirements in relation to assessment			
8.3	The value of reflective practice and continual professional development in the assessment process			

Unit 306 Assess Occupational Competence in the Work Environment-In person

For each of the statements below indicate whether you carry out the activities listed - often (O), sometimes (S) or never (N). Jot down some possible evidence you could use.

LO1 Be Able to Plan the Assessment of Occupational Competence

Are you already involved in:		O	S	N	Possible evidence/difficulties
1.1	Identifying assessment requirements and considerations for in person assessments				
1.2	Communicating the purpose, requirements, and processes of assessment of occupational competence to the learner				
1.3	Selecting method(s) to assess learner(s) in line with organisational and regulatory requirements				
1.4	Planning for the observation of an in-person assessment of occupational competence				

LO2 Be Able to Make Assessment Decisions About Occupational Competence

Are you already involved in:		O	S	N	Possible evidence/difficulties
2.1	Using valid, fair, and reliable assessment methods including in person observation.				
2.2	Making and justifying assessment decisions of occupational competence against specified criteria				

LO3 Be Able to Provide Required Information Following the Assessment of Occupational Competence

Are you already involved in:		O	S	N	Possible evidence/difficulties
3.1	Maintaining records of assessment process, complying with quality, confidentiality, and data protection requirements				
3.2	Providing constructive feedback to support the learner to progress				
3.3	Sharing assessment decisions appropriately to authorised colleagues				

LO4 Be Able to Maintain Best Practice When Assessing Occupational Competence, in Line With Legal and Organisational Requirements

Are you already involved in:		O	S	N	Possible evidence/difficulties
4.1	Following relevant policies, procedures, and legislation for the assessment of occupational competence				
4.2	Evaluating my own work in carrying out assessments				
4.3	Identifying professional development opportunities to maintain occupational competency				

Unit 307 Assess Occupational Competence in the Work Environment-Remote

For each of the statements below indicate whether you carry out the activities listed - often (O), sometimes (S) or never (N). Jot down some possible evidence you could use.

LO1 Be able to plan the assessment of occupational competence

Are you already involved in:		O	S	N	Possible evidence/difficulties
1.1	Identifying assessment requirements and considerations for remote assessments				
1.2	Communicating the purpose, requirements, and processes of assessment of occupational competence to the learner				
1.3	Selecting method(s) to assess learner(s) in line with organisational and regulatory requirements				
1.4	Planning for the observation of a remote assessment of occupational competence				

LO2 Be Able to Make Assessment Decisions About Occupational Competence

Are you already involved in:		O	S	N	Possible evidence/difficulties
2.1	Using valid, fair, and reliable assessment methods including remote observation				
2.2	Making and justifying assessment decisions of occupational competence against specified criteria				

LO3 Be Able to Provide Required Information Following the Assessment of Occupational Competence

Are you already involved in:		O	S	N	Possible evidence/difficulties
3.1	Maintaining records of assessment process, complying with quality, confidentiality, and data protection requirements				
3.2	Providing constructive feedback to support the learner to progress				
3.3	Sharing assessment decisions appropriately to authorised colleagues				

LO4 Be Able to Maintain Best Practice When Assessing Occupational Competence, In Line With Legal and Organisational Requirements

Are you already involved in:		O	S	N	Possible evidence/difficulties
4.1	Following relevant policies, procedures, and legislation for the assessment of occupational competence				
4.2	Evaluating own remote assessment practice				
4.3	Identifying professional development opportunities to maintain occupational competency				

Unit 308 Assess Knowledge, Skills, and Behaviours

For each of the statements below indicate whether you carry out the activities listed - often (O), sometimes (S) or never (N). Jot down some possible evidence you could use.

LO1 Be able to plan the assessment of knowledge, skills and behaviours

Are you already involved in:		O	S	N	Possible evidence/difficulties
1.1	Identifying assessment requirements and Considerations				
1.2	Communicating the purpose, requirements, and processes of assessment of knowledge, skills, and behaviours to learners				
1.3	Selecting methods to assess knowledge, skills, and behaviours which address learner needs and meet assessment requirements, which may include, for example: • observation • simulated tasks and/or environment • skills tests* • questioning • assignments/projects • case studies				

	• professional discussion • product/work evidence				
1.4	Producing plans for the assessment of knowledge, skills, and behaviours				
1.5	Preparing resources and conditions for the assessment of knowledge, skills, and behaviours				

LO2 Be Able to Carry Out Assessments of Knowledge, Skills, and Behaviours

Are you already involved in:		O	S	N	Possible evidence/difficulties
2.1	Managing assessments of knowledge, skills, and behaviours to meet assessment requirements				
2.2	Providing support to learners within agreed limitations				
2.3	Analysing evidence of learner achievement				
2.4	Making and justifying assessment decisions relating to knowledge, skills, and behaviours against specified criteria				

LO3 Be Able to Provide Required Information Following the Assessment of Knowledge, Skills, and Behaviours

Are you already involved in:		O	S	N	Possible evidence/difficulties
3.1	Maintaining records of assessment of knowledge, skills, and behaviours to comply with quality, confidentiality and data protection requirements				
3.2	Providing constructive feedback to support the learner to progress				
3.3	Sharing assessment decisions appropriately to authorised colleagues				

LO4 Be Able to Maintain Best Practice When Assessing Knowledge, Skills, and Behaviours, In Line with Legal Requirements

Are you already involved in:		O	S	N	Possible evidence/difficulties
4.1	Following relevant policies, procedures and legislation relating to the assessment of knowledge, skills, and behaviours, including those for health, safety and welfare, GDPR, safeguarding, Prevent and EDI				
4.2	Evaluating your own work in carrying out assessments of knowledge, skills, and behaviours				

4.3	Identifying professional development opportunities to maintain occupational competency				

Feedback and discussion

Date	Assessor Signature
Date	Candidate Signature