

6317- 33 Level 3 Certificate in Assessing Vocational Achievement

CANDIDATE SKILLSCAN

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| Candidate Name | Date |
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Unit 301 Understanding the Principles and Practices of Assessment

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

LO1 UNDERSTANDING THE PRINCIPLES AND REQUIREMENTS OF ASSESSMENT

| Do you already know: | | YES | NO | Notes |
|-----------------------------|--|------------|-----------|--------------|
| 1.1 | The function of assessment in learning and development | | | |
| 1.2 | The key concepts and principles of assessment | | | |
| 1.3 | The responsibilities of an assessor | | | |
| 1.4 | The regulations and requirements relevant to assessment in my own area of practice | | | |

LO2 UNDERSTAND DIFFERENT TYPES OF ASSESSMENT METHODS

| Do you already know: | | YES | NO | Notes |
|----------------------|--|-----|----|-------|
| 2.1 | How to use different types of assessment to meet individual learner needs | | | |
| 2.2 | The strengths and limitations of a range of assessment methods in relation to the individual learner needs | | | |

LO 3 UNDERSTAND HOW TO PLAN ASSESSMENT

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

LO 4 UNDERSTAND HOW TO INVOLVE LEARNERS AND OTHERS IN ASSESSMENT

| 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 peer and self-assessment can be used effectively to promote learner involvement and personal responsibility in the assessment of learning | | | |
| 4.4 | How assessment arrangements can be adapted to meet the needs of individual learners | | | |

LO 5 UNDERSTAND HOW TO MAKE ASSESSMENT DECISIONS

| Do you already know: | | YES | NO | Notes |
|----------------------|---|-----|----|-------|
| 5.1 | The meaning of the terms valid, authentic, current and sufficient when judging evidence | | | |
| 5.2 | How to ensure that assessment decisions are made against specified criteria and are reliable and fair | | | |

LO 6 UNDERSTAND HOW YOUR ASSESSMENTS CONTRIBUTE TO THE QUALITY ASSURANCE OF ASSESSMENT

| 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 OF OCCUPATIONAL COMPETENCE

| Do you already know: | | YES | NO | Notes |
|-----------------------------|---|------------|-----------|--------------|
| 7.1 | The importance of following procedures for the management of information relating to assessment | | | |
| 7.2 | How feedback and questioning contribute to the assessment process | | | |

LO8 UNDERSTAND THE LEGAL AND GOOD PRACTICE REQUIREMENTS IN RELATION TO ASSESSMENT

| Do you already know: | | YES | NO | Notes |
|-----------------------------|---|------------|-----------|--------------|
| 8.1 | The legal issues, policies and procedures relevant to assessment, including those for confidentiality, health, safety and welfare | | | |
| 8.2 | The contribution that technology can make to the assessment process | | | |
| 8.3 | The requirements for equality and diversity and, where appropriate, bilingualism in relation to assessment | | | |
| 8.4 | The value of reflective practice and continual professional development in the assessment process | | | |

Unit 302 Assess Occupational Competence in the Work Environment

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 | Planning assessment based on the following methods, observation, examination of products, questioning, discussions, witness testimonies, looking a statements, recognising prior learning | | | | |
| 1.2 | Communicating the purpose, requirements and processes of assessment to the learner | | | | |
| 1.3 | Planning assessment as appropriate to learner needs and current achievement | | | | |
| 1.4 | Identifying opportunities for holistic assessment | | | | |

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, observation, examination of products, questioning, discussions, witness testimonies, looking a statements, recognising prior learning | | | | |
| 2.2 | Making assessment decisions against specified criteria | | | | |
| 2.3 | Following standardisation procedures | | | | |
| 2.4 | Providing feedback to the learner that affirms achievement and identifies any further implications for assessment | | | | |

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, its outcomes and learner progress | | | | |
| 3.2 | Making assessment information available to authorised colleagues as required | | | | |
| 3.3 | Following procedures for the confidentiality of assessment information | | | | |

LO4 BE ABLE TO MAINTAIN LEGAL AND GOOD PRACTICE REQUIREMENTS WHEN ASSESSING OCCUPATIONAL COMPETENCE

| Are you already involved in: | | O | S | N | Possible evidence/difficulties |
|-------------------------------------|--|----------|----------|----------|---------------------------------------|
| 4.1 | Following relevant policies, procedures and legislation including those for health, safety and welfare | | | | |
| 4.2 | Applying requirements for equality and diversity and, where appropriate, bilingualism | | | | |
| 4.3 | Evaluating my own work in carrying out assessments | | | | |
| 4.4 | Maintaining the currency of my own expertise and competence as relevant to my role in assessing occupational competence. | | | | |

Unit 303 Assess Vocational Skills, Knowledge and Understanding

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 PREPARE ASSESSMENTS OF VOCATIONAL SKILLS, KNOWLEDGE AND UNDERSTANDING

| Are you already involved in: | | O | S | N | Possible evidence/difficulties |
|-------------------------------------|--|----------|----------|----------|---------------------------------------|
| 1.1 | Selecting methods to assess vocational skills, knowledge and understanding which address learner needs and meet assessment requirements including, simulation, skills tests, oral and written questioning, assignments, projects, case studies, recognising prior learning | | | | |
| 1.2 | Preparing resources and conditions for the assessment of vocational skills, knowledge and understanding | | | | |
| 1.3 | Communicating the purpose, requirements and processes of assessment of vocational skills, knowledge and understanding to learners | | | | |

LO2 BE ABLE TO CARRY OUT ASSESSMENTS OF VOCATIONAL SKILLS, KNOWLEDGE AND UNDERSTANDING

| Are you already involved in: | | O | S | N | Possible evidence/difficulties |
|-------------------------------------|--|----------|----------|----------|---------------------------------------|
| 2.1 | Managing assessments of vocational skills, knowledge and understanding to meet assessment requirements | | | | |
| 2.2 | Providing support to learners within agreed limitations | | | | |
| 2.3 | Analysing evidence of learner achievement | | | | |
| 2.4 | Making assessment decisions relating to vocational skills, knowledge and understanding against specified criteria | | | | |
| 2.5 | Following standardisation procedures | | | | |
| 2.6 | Providing feedback to the learner that affirms achievement and any further implications for learning, assessment and progression | | | | |

LO3 BE ABLE TO PROVIDE REQUIRED INFORMATION FOLLOWING THE ASSESSMENT OF VOCATIONAL SKILLS KNOWLEDGE AND UNDERSTANDING

| Are you already involved in: | | O | S | N | Possible evidence/difficulties |
|-------------------------------------|--|----------|----------|----------|---------------------------------------|
| 3.1 | Maintaining records of vocational skills, knowledge and understanding, its outcomes and learner progress | | | | |
| 3.2 | Making assessment information available to authorised colleagues as required | | | | |
| 3.3 | Following procedures for the confidentiality of assessment information | | | | |

LO4 BE ABLE TO MAINTAIN LEGAL AND GOOD PRACTICE REQUIREMENTS WHEN ASSESSING VOCATIONAL SKILLS, KNOWLEDGE AND UNDERSTANDING

| Are you already involved in: | | O | S | N | Possible evidence/difficulties |
|-------------------------------------|--|----------|----------|----------|---------------------------------------|
| 4.1 | Following relevant policies, procedures and legislation relating to the assessment of vocational skills, knowledge and understanding, including those for health, safety and welfare | | | | |
| 4.2 | Applying requirements for equality and diversity and, where appropriate, bilingualism | | | | |
| 4.3 | Evaluating my own work in carrying out assessments of vocational skills, knowledge and understanding | | | | |
| 4.4 | Taking part in continuing professional development to ensure current expertise and competence in assessing vocational skills, knowledge and | | | | |

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|--|---------------|--|--|--|--|
| | understanding | | | | |
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| Feedback and discussion |
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|-------------|----------------------------|
| Date | Assessor Signature |
| Date | Candidate Signature |