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## **City & Guilds Level 3 Certificate in Assessing Vocational Achievement 501/1679/4**

### OVERVIEW

The primary and other outcomes that the qualification supports, and how it supports them.

The qualification is awarded on completion of 3 compulsory units. Each unit has specific outcomes which will support the learner to operate as an assessor in vocational education and training.

#### 1. Understanding the principles and practices of assessment

The learning involved in achieving this unit will develop the following outcomes:

- Understand the principles and requirements of assessment
- Understand different types of assessment method
- Understand how to plan an assessment
- Understand how to involve learners and others in assessment
- Understand how to make assessment decisions
- Understand quality assurance of the assessment process
- Understand how to manage information relating to assessment
- Understand the legal and good practice requirements in relation to assessment

#### 2. Assess occupational competence in the work environment

The learning involved in achieving this unit will develop the following outcomes:

- Be able to plan the assessment of occupational competence
- Be able to make assessment decisions about occupational competence
- Be able to provide required information following the assessment of occupational competence
- Be able to maintain legal and good practice requirements when assessing occupational competence

#### 3. Assess vocational skills, knowledge and understanding

The learning involved in achieving this unit will develop the following outcomes:

- Be able to prepare assessments of vocational skills, knowledge and understanding
- Be able to carry out assessments of vocational skills, knowledge and understanding
- Be able to provide required information following the assessment of vocational skills, knowledge and understanding
- Be able to maintain legal and good practice requirements when assessing vocational skills, knowledge and understanding



In the first unit the learner covers the underlying principles of assessment and the different methods of assessment so they can choose the most appropriate for the circumstances, it also covers the planning and management of assessment. The second and third unit are about applying this knowledge and proving your occupational competence in as an assessor of skills and knowledge and assessing in the work environment.

The qualification is for learners who carry out assessment roles in their organisation and will be assessing vocational qualifications which are competence or non-competence based learning, knowledge or skills.

The qualification provides the opportunity for the learner to develop and improve their practice as an assessor as well as achieving a professional qualification for the role.

The minimum age for learners is 18 years old.

There are no formal entry requirements for learners undertaking this qualification. However, it is the responsibility of the centre to ensure that learners have the skills, potential and opportunity to gain the qualifications successfully.

This is a Framework qualification.

#### A description of what the qualification can lead to

This qualification can help a learner to progress their career as a:

- Qualified Assessor in further education or training provision
- Trainer and Assessor in work based learning

It is ideal for:

Practitioners who assess the achievement of competence in a work environment through formal observations.

and/or

Practitioners who assess achievement in vocationally-related situations, eg. Classrooms or workshops and who use the following assessment methods: skills tests, assessments in simulated environments, oral and written questions, assignments, projects, case studies and RPL.

Learners may choose to progress onto one of the following related qualifications:

A qualification which supports the learner to progress into being an organisation's Internal Quality Assurance officer such as

(50116800) City & Guilds Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice

It can also lead to progression into the following larger qualifications:

City & Guilds Level 3 Certificate in Learning and Development (600/2746/0)

City & Guilds Level 4 Diploma in Learning and Development (600/2773/3)

City & Guilds Level 4 Certificate in Education and Training (601/0253/6)

Employers who support the qualification

- **Jane Pool**  
Manager, Hartpury Business, Hartpury College, Gloucestershire, GL19 3EB
  
- **Carol Clark**  
Career Support Co-ordinator / Vocational Education Lead, University Hospital  
Southampton
  
- **Audrey Fairgrieve**  
Assistant Performance Manager, Oxfordshire Skills and Learning Service,  
Oxfordshire County Council
  
- **Karen Gray**  
Managing Director, Simply Training & Services Ltd, Chichester
  
- **Iffat Chaudhry**  
Head of Teacher Training, East London College