

# Assessor Award 1



## Overview

You will need to complete three tasks in order to be awarded the **Assessor Award** certificate: an underpinning knowledge online assessment, and two sessions training individuals (1-2-1).

You will learn how to do this on the **Assessor Award** course, otherwise known as the **City & Guilds Level 3 Award in Assessing Competence in the Work Environment**. This is described in further detail below:

## Booking Your Award

To book an Assessor Award training course or to enquire for further information, please contact [info@assesstech.com](mailto:info@assesstech.com), where a member of the **AssessTech** team will be happy to assist.

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## Approach

**AssessTech** conduct the initial training over two days in the classroom/via Zoom and also act as Internal Quality Assurers (IQAs) to conduct the candidate's workplace assessments and mark all work, ensuring it meets the requirements of all parties:

- **Customer**
- **AssessTech**
- **City & Guilds**

## Benefits of AssessTech

**AssessTech** are in a unique position to provide this training for the following reasons:

- **AssessTech** provide Competence Management Systems that are used widely within the Railway Industry and, as such, understand a wide variety of Competence Management Standards.
- **AssessTech** has been instrumental in the adoption of developmental assessment methods within the Railway Industry.
- **AssessTech** is a City & Guilds Centre.

## Description of Training

Each new Assessor will receive the following:

- Two days of classroom training delivered by **AssessTech**, including:
  - o Assessor Course Core Content (see section 4), including principles and best practice for assessment, as well as underpinning knowledge
  - o Introduction to customer Competence Management Standards
  - o Coaching on completing the Assessor Award to **City & Guilds** standards
- An account on **AssessBook** to store all of the evidence needed to achieve the award with **City & Guilds**
- Registration with **City & Guilds**
- A simulated workplace assessment assessed by the **AssessTech** trainer during the two-day course which will contribute toward the award portfolio
- A workplace assessment
- Verification of the portfolio by **AssessTech**
- Ongoing support from their **AssessTech** trainer
- A **City & Guilds** Assessor Award and associated certificate, upon successful completion

## Assessor Course Core Content

This section outlines the core content that is included in the Assessor Award three-day training course:

### Who is it for

This is a mandatory requirement for those involved in assessing competencies for safety-critical work and who are responsible for ensuring the quality of competence-based assessment (e.g. all those who are expected to conduct workplace assessment using nationally-recognised standards to measure staff competencies and skills).

### Core Content

The core content covers the following:

- Units 301/302 Assessing Competence in the Work Environment
- Complaints and Appeals
- Equal opportunities
- Roles of individuals within the assessment process
- Why do we assess?
- The Swiss cheese theory
- A 'Just Culture'
- Planning Assessments
- Assisting the candidate to prepare for the assessment
- Using performance criteria effectively within assessments
- Conducting a developmental, holistic assessment
- Collecting and judging evidence using a range of methods
- Ensuring quality in assessing performance and diverse evidence
- Incorporating a developmental grading system
- Using NTS markers to enhance the assessment
- The supporting of the candidate's development within the workplace
- 80/20 developmental feedback
- Recording developmental feedback
- Producing concise honest assessment records to support the candidate
- Use of Company Standards
- CPD – RSSB Assessment best practise guide
- ORR– Developing and maintaining staff competence
- Use of eSystems for gathering and storing assessments
- Assisting the candidate to take ownership of their competence
- Standardisation activities
- The mature assessment model

## Level 3 Award

Successful candidates will achieve a City & Guilds Level 3 Award in Assessing Competence in the Work Environment. This comprises two units:

- **Unit 301** - Understanding the principles and practices of assessment
- **Unit 302** - Assess occupational competence in the work environment

### 301 Understanding the principles and practices of assessment

The Level 3 Award in Understanding the Principles and Practices of Assessment (QCF) is intended for those who wish to gain an understanding of the principles and practices of assessment without any requirement to practice as Assessors. This qualification is ideal, therefore, for those individuals new to assessment and hoping to become an Assessor. In addition, it is beneficial for those whose role requires them to know about essential principles and practices of assessment, but never practice, for example, Programme Administrators and Managers.

There are eight learning outcomes to this unit. The learner will:

1. Understand the principles and requirements of assessment
2. Understand different types of assessment method
3. Understand how to plan assessment assuring the quality of assessment
4. Understand how to involve learners and others in assessment
5. Understand how to make assessment decisions
6. Understand quality assurance of the assessment process
7. Understand how to manage information relating to assessment
8. Understand the legal and good practice requirements in relation to assessment

### How will this be achieved?

The evidence for this unit will be completed via a series of written responses to standardised questions. This should be viewed as a cementing of knowledge and best practice. The written task will be completed either within the class environment, or set as a project for the candidates to complete within their own time. It will be up to the **AssessTech** trainer to decide what is most appropriate to the candidate's needs.

### 302 Assess occupational competence in the work environment

The Level 3 Award in Assessing Competence in the Work Environment is intended for Assessors who assess occupational competence in an individual's work environment. It includes the following assessment methods (although not all of these require performance evidence):

- Observation of performance in the work environment
- Examining products of work
- Questioning the learner
- Professional discussion with the learner
- Use of witness testimony
- Learner statements and/or reflective accounts
- Recognition of prior learning

There are four learning outcomes to this unit. The learner will:

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

**How will this be achieved?**

The evidence for this unit will be completed via four practical assessments within the candidate's work environment on two individuals e.g. (two assessments on two individuals). The reason we ask this is it will give the training Assessor a chance to develop their candidate within the work environment.