

**NCFE Level 3 Award in Assessing Competence in the Work Environment (501/0882/7)**

**Statement of authenticity**

Learner name:

Centre number:

Centre name:

**Signatures**

Learner: Date:

Tutor/Assessor: Date:

Internal Quality Assurer (IQA)\*: Date:

External Quality Assurer (EQA)\*: Date:

\* For completion if part, or all, of the evidence has been sampled by the Internal and/or External Quality Assurer

**Unit 01 Understanding the principles and practices of assessment (D/601/5313)**

**Learning outcome 1**

**You will:** Understand the principles and requirements of assessment

You can:

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| **1.1 Explain the function of assessment in learning and development** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **1.2 Define the key concepts and principles of assessment** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **1.3 Explain the responsibilities of the assessor** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Learning outcome 1 (cont’d)**

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| **1.4 Identify the regulations and requirements relevant to the assessment in own area of practice** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Unit 01 Understanding the principles and practices of assessment (D/601/5313)**

**Learning outcome 2**

**You will:** Understand different types of assessment method

You can:

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| **2.1 Compare the strengths and limitations of a range of assessment methods with reference to the needs of individual learners** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Unit 01 Understanding the principles and practices of assessment (D/601/5313)**

**Learning outcome 3**

**You will:** Understand how to plan assessment

You can:

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| **3.1 Summarise key factors to consider when planning assessment** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **3.2 Evaluate the benefits of using a holistic approach to assessment** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **3.3 Explain how to plan a holistic approach to assessment** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Learning outcome 3 (cont’d)**

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| **3.4 Summarise the types of risks that may be involved in assessment in own area of responsibility** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **3.5 Explain how to minimise risks through the planning process** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Unit 01 Understanding the principles and practices of assessment (D/601/5313)**

**Learning outcome 4**

**You will:** Understand how to involve learners and others in assessment

You can:

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| **4.1 Explain the importance of involving the learner and others in the assessment process** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **4.2 Summarise types of information that should be made available to learners and others involved in the assessment process** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **4.3 Explain how peer and self-assessment can be used effectively to promote learner involvement and personal responsibility in the assessment of learning** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Learning outcome 4 (cont’d)**

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| **4.4 Explain how assessment arrangements can be adapted to meet the needs of individual learners** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Unit 01 Understanding the principles and practices of assessment (D/601/5313)**

**Learning outcome 5**

**You will:** Understand how to make assessment decisions

You can:

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| **5.1 Explain how to judge whether evidence is:**  **• sufficient**  **• authentic**  **• current** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **5.2 Explain how to ensure that assessment decisions are:**  **• made against specified criteria**  **• valid**  **• reliable**  **• fair** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Unit 01 Understanding the principles and practices of assessment (D/601/5313)**

**Learning outcome 6**

**You will:** Understand quality assurance of the assessment process

You can:

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| **6.1 Evaluate the importance of quality assurance in the assessment process** | |
| What have you done to show this | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **6.2 Summarise quality assurance and standardisation procedures in own area of practice** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **6.3 Summarise the procedures to follow when there are disputes concerning assessment in own area of practice** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Unit 01 Understanding the principles and practices of assessment (D/601/5313)**

**Learning outcome 7**

**You will:** Understand how to manage information relating to assessment

You can:

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| **7.1 Explain the importance of following procedures for the management of information relating to assessment** | |
| What have you done to show this | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **7.2 Explain how feedback and questioning contribute to the assessment process** | |
| What have you done to show this | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Unit 01 Understanding the principles and practices of assessment (D/601/5313)**

**Learning outcome 8**

**You will:** Understand the legal and good practice requirements in relation to assessment

You can:

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| **8.1 Explain legal issues, policies and procedures relevant to assessment, including those for confidentiality, health, safety and welfare** | |
| What have you done to show this | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **8.2 Explain the contribution that technology can make to the assessment process** | |
| What have you done to show this | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **8.3 Evaluate requirements for equality and diversity and, where appropriate, bilingualism in relation to assessment** | |
| What have you done to show this | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Learning outcome 8 (cont’d)**

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| **8.4 Explain the value of reflective practice and continuing professional development in the assessment process** | |
| What have you done to show this | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Unit 02 Assess occupational competence in the work environment (H/601/5314)**

**Learning outcome 1**

**You will:** Be able to plan the assessment of occupational competence

You can:

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| * 1. **Plan assessment of occupational competence based on the following methods:**   • **observation of performance in the work environment**  • **examining products of work**  • **questioning the learner**  • **discussing with the learner**  • **use of others (witness testimony)**  • **looking at learner statements**  • **recognising prior learning** | |
| What have you done to show this | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **1.2 Communicate the purpose, requirements and processes of assessing occupational competence to the learner** | |
| What have you done to show this | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Learning outcome 1 (cont’d)**

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| **1.3 Plan the assessment of occupational competence to address learner needs and current achievements** | |
| What have you done to show this | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **1.4 Identify opportunities for holistic assessment** | |
| What have you done to show this | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Unit 02 Assess occupational competence in the work environment (H/601/5314)**

**Learning outcome 2**

**You will:** Be able to make assessment decisions about occupational competence

You can:

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| --- | --- |
| **2.1 Use valid, fair and reliable assessment methods including:**  **• observation of performance**  **• examining products of work**  **• questioning the learner**  **• discussing with the learner**  **• use of others (witness testimony)**  **• looking at learner statements**  **• recognising prior learning** | |
| What have you done to show this | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **2.2 Make assessment decisions of occupational competence against specified criteria** | |
| What have you done to show this | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Learning outcome 2 (cont’d)**

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| **2.3 Follow standardisation procedures** | |
| What have you done to show this | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **2.4 Provide feedback to learners that affirms achievement and identifies any further implications for learning, assessment and progression** | |
| What have you done to show this | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Unit 02 Assess occupational competence in the work environment (H/601/5314)**

**Learning outcome 3**

**You will:** Be able to provide required information following the assessment of occupational competence

You can:

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| **3.1 Maintain records of the assessment of occupational competence, its outcomes and learner progress** | |
| What have you done to show this | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **3.2 Make assessment information available to authorised colleagues** | |
| What have you done to show this | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **3.3 Follow procedures to maintain the confidentiality of assessment information** | |
| What have you done to show this | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Unit 02 Assess occupational competence in the work environment (H/601/5314)**

**Learning outcome 4**

**You will:** Be able to maintain legal and good practice requirements when assessing occupational competence

You can:

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| **4.1 Follow relevant policies, procedures and legislation for the assessment of occupational competence, including those for health, safety and welfare** | |
| What have you done to show this | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **4.2 Apply requirements for equality and diversity and, where appropriate, bilingualism, when assessing occupational competence** | |
| What have you done to show this | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **4.3 Evaluate own work in carrying out assessments of occupational competence** | |
| What have you done to show this | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Learning outcome 4 (cont’d)**

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| **4.4 Maintain the currency of own expertise and competence as relevant to own role in assessing occupational competence** | |
| What have you done to show this | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |