



City & Guilds Accredited

Assessor Award

Level 3 Award in Assessing Competence in the Work Environment (6317-31)

Accreditation Number: 501/1676/9



Two days training



Evidence-based practical assessments



In person



Bespoke to company competence standards



Pre-requisite

There are no qualification pre-requisites to attend the course, but to be able to meet the evidential requirements of the award, candidates must be carrying out assessments in the workplace, using pre-defined performance criteria to make assessment decisions.

Recommended for

This is a mandatory requirement for those involved in:

- Assessing competencies for safety-critical work
- Ensuring quality in competence-based assessments using nationally recognised standards

Overview

AssessTech delivers the Assessor Award course over two days. We also serve as Internal Quality Assurers (IQAs), overseeing your workplace assessments and ensuring all requirements are met.

Course outcomes

Candidates have a 12 month period in which to complete the course, and will achieve a **City & Guilds Level 3 Award in Assessing Competence in the Work Environment** upon successful completion.

The AssessTech Assessor Award is packed with practical tools and insights that reflect the challenges assessors face

You'll receive expert guidance, hands-on practice and support from individuals who understand what excellence looks like, ensuring you have the knowledge and skills to conduct competence-based assessments in the workplace

What is it:

The Assessor Award course, officially known as the **City & Guilds Level 3 Award in Assessing Competence in the Work Environment**, equips you with the tools to conduct effective workplace assessments. To earn the Assessor Award, you will need to complete an online knowledge assessment, four candidate assessments, and assignments on standardisation and company standards.

What you can expect:

Candidates will receive:

- **Two-Day Training:** Covering assessment principles, best practices and customer standards.
- **Access to AssessBook:** A platform to store all necessary evidence for

achieving the award.

- **Simulated and Workplace Assessments:** Including a practical workplace assessment during the course, contributing towards the award portfolio.
- **Portfolio Verification**
- **Ongoing Support**
- **Award Certification:** Successful candidates receive a City & Guilds Assessor Award certificate and gain an internationally recognised qualification that you can use across jobs and sectors.
- **City & Guilds Registration:** Each new candidate will be registered with City & Guilds, and be granted 'working towards' status, which allows you to carry out assessments in the workplace in your field of occupational competence.

Assessment criteria

Unit 301 - Understanding the Principles and Practices of Assessment

- Written assignment or professional discussion.
- The assessment must cover all learning outcomes.

Unit 302 - Assess occupational competence in the work environment

- Observation of performance in the work environment
- Examining products of work
- Questioning the learner

Core Training Content

- Units 301/302 Assessing Competence in the Work Environment
- Complaints and appeals
- Equal opportunities
- Individuals' roles in the assessment process
- Why do we assess?
- The Swiss cheese theory
- A 'Just Culture'
- Planning assessments
- Assisting the candidate in preparing for the assessment
- Using performance criteria effectively within assessments
- Conducting an assessment
- Collecting and judging evidence using a range of methods
- Ensuring quality in assessing performance and diverse evidence
- Incorporating a developmental grading system
- Supporting the candidate's development within the workplace
- 80/20 developmental feedback
- Recording developmental feedback
- Producing concise, honest records to support the candidate
- Gathering and storing assessments
- Assisting the candidate to take ownership of their competence

Aligned with:

- Company Standards
- CPD – RSSB Good Practice Guide on Competence Development
- ORR– Developing and maintaining staff competence
- NTS markers to enhance the assessment

We help **improve performance, manage risks and reduce the rate of incidents on the railway** by empowering individuals and organisations with the tools and knowledge needed for continuous learning, development and competence management.

Level 3 Award: Assessing competence in the workplace**Unit 301** Understanding the principles and practices of assessment

Unit 301 is for those who wish to gain an understanding of the principles and practices of assessment. This knowledge unit is ideal for those new to assessing and hoping to become an Assessor. It is also beneficial for those whose roles require them to know about the essential principles and practices of assessment, without undertaking assessments.

Learning outcomes:

1. Understand the principles and requirements of assessment
2. Understand the different types of assessment methods
3. Plan assessments and assure quality
4. Involve learners and others in assessments
5. How to make assessment decisions
6. Understand quality assurance of the assessment process
7. Manage assessment information
8. Understand the legal and good practice requirements in relation to assessments

How will this be achieved?

Evidence for this unit will be gathered through a series of written responses to standardised questions. These must be compiled into your electronic portfolio.

Unit 303 is an optional extra unit of credit that can be provided. Please speak with us about how this could be incorporated into your training.

Unit 302 Assess occupational competence in the work environment

Unit 302 is the practical element intended for Assessors who assess occupational competence in an individual's work environment. It includes the following assessment methods:

- 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

Learning outcomes

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 the 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 through four practical assessments within the candidate's work environment, involving four assessments. This allows the training Assessor to develop their candidate within the work environment.

Book your course:

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