

Assessor Training NVQs

course outlines



Learn to evaluate
successfully and uphold
quality **assurances**

These courses will help you if:

- You want to gain a nationally recognised qualification
- You need to improve your Assessor skills
- You need to uphold quality assurances and standards
- You want to develop your professional career and improve your earnings

NVQ'S are a nationally recognised qualification

National Vocational Qualifications are competency based qualifications which provide a means of evaluating individual skills or whole workforce skills. Staff with nationally recognised qualifications will enhance the competitiveness of your organisation.

We offer National Vocational Qualification in Assessor Training at Level 1 (A1) and Level 2 (A2), although it is not necessary to complete both. You can determine the most suitable level of NVQ, depending on the learner's job role and we would be more than happy to advise you further.

These courses will help you :

- Gain a nationally recognised qualification
- Improve your Assessor skills
- Uphold Assessor quality assurances and standards
- Develop your professional career

Assessor Training

NVQ Level 1: A1

Who is it for?

This is the most appropriate course for the majority of Assessors. It is a nationally recognised qualification which enables staff to assess candidates using a range of methods.

What is the course about?

Providing key Assessor skills for individuals to evaluate candidates, giving feedback on their results and upholding quality assurances and standards.



Course overview

Developing plans for assessing competence with candidates

- devise and agree an assessment plan with candidates
- ensure all candidates understand the assessment process involved, the support available to them and the complaints and appeals procedure
- agree fair, safe, valid and reliable assessment methods
- identify appropriate and cost-effective opportunities for assessing performance
- plan for using different types of evidence
- identify how the past experience and achievements of candidates will contribute to the assessment process
- identify and agree any special arrangements needed to make sure the assessment process is fair
- identify how other people will contribute to assessments and what support they may need
- identify how to protect confidentiality and agree arrangements to deal with sensitive issues
- agree how you will handle any difficulties or disputes during the assessment
- agree when assessment will take place with candidates and the other people involved
- agree arrangements with candidates for reviewing their progress against the assessment plan
- review and update assessment plans to take account of what the candidates have achieved

Developing plans for assessing competence with candidates

- use the agreed assessment methods to assess competence in appropriate situations
- use the past experience and achievements of candidates as part of the assessment of their current competence
- ensure that the evidence comes from the candidates' own work
- make safe, fair, valid and reliable decisions about the competence of candidates, only on the agreed standard

- collect evidence from the other people involved in the assessment process
- apply any agreed special arrangements to make sure the assessment is fair
- base your decisions on all the relevant evidence of candidates' performance and knowledge.
- explain and resolve any inconsistencies in the evidence
- make a record of the outcomes of assessments by using the agreed recording system
- speak to the appropriate person if you and the candidate cannot agree on your assessment of their performance

Giving candidates feedback and support on your assessment decisions

- give candidates feedback at an appropriate time and place
- give candidates feedback in a constructive and encouraging way, which meets their needs and is appropriate to their level of confidence
- clearly explain your assessment decisions on whether candidates' evidence of competence is good enough
- give candidates advice when they cannot prove their competence and on how they can develop the necessary skills or provide more evidence
- encourage candidates to get advice on your assessment decisions
- identify and agree the next steps in the assessment process and how candidates will achieve these
- follow the agreed complaints and appeals procedures if candidates disagree with your assessment decisions

contributing to the internal quality assurance process.

- ensure your assessment records are accurate and up to date, and provide an audit trail of evidence
- contribute to standardisation arrangements so that your assessment decisions are in line with others
- give accurate and timely information on assessments
- contribute to the agreed quality assurance process

What do I get out of it?

- **Registration** - Registration with the awarding body and receive a full set of National Standards
- **Qualification** – A nationally recognised qualification.
- **Practical Skills** – Increased knowledge, awareness and care skills.
- **Learner Needs** – A better understanding of learners' needs.
- **Commitment** – A commitment to a career in Assessing.

Assessor Training

NVQ Level 2: A2

Who is it for?

It is a nationally recognised qualification which enables staff to assess candidates using observation only. This can involve questioning and evidence.

What is the course about?

Agreeing and planning methods of assessment with candidates to evaluate their progress whilst providing support.



Course overview

Agreeing and reviewing plans for assessing candidates' performance

- identify the best situations when you can assess performance
- use evidence that takes place in the workplace and ask relevant questions
- choose opportunities for assessment which disrupt normal work as little as possible
- choose opportunities for assessment which provide access to a valid, safe, reliable and fair assessment
- explain the options open to the candidates clearly and constructively if somebody disagrees with the proposed assessment plan
- discuss and agree the proposed assessment plan with the candidates and other people who may be affected
- review and update plans at agreed times to take account of candidates' progress

Agreeing and reviewing plans for assessing candidates' performance

- explain to candidates how the assessment of their work will take account of their needs
- watch candidates in a safe environment
- only use the agreed criteria when assessing the evidence
- assess evidence fairly against the agreed criteria
- identify and assess any other evidence that is relevant to the standards f) check that the evidence has come from each candidate's own work
- watch candidates without interfering with their work
- speak to the appropriate person if you or a candidate has any difficulties
- give candidates feedback after you have watched them in the workplace

Assess candidates knowledge against the agreed standards

- identify which areas of candidates' knowledge have been covered by watching them in the workplace
- collect evidence of knowledge that has not been covered by watching the candidates in the workplace
- use valid methods to assess candidates' knowledge
- ask clear questions which do not 'lead' candidates
- speak to the appropriate person if you or a candidate has any difficulties
- give candidates feedback after you have asked them questions

Make and assessment decision and provide feedback

- base your assessment decision on all the relevant evidence
- give candidates clear and constructive feedback, which meets their needs after you have given them your assessment
- encourage candidates to ask for advice on your assessment decision
- make an accurate record of your assessment decisions
- pass on records that are accurate and easy to read to the next stage of the process
- follow the agreed complaints and appeals procedures if candidates do not agree with your assessment decisions

What do I get out of it?

- **Registration** - Registration with the awarding body and receive a full set of National Standards
- **Qualification** – A nationally recognised qualification reflecting your competency level.
- **Knowledge** – To gain a better understanding of methods of planning and assessment.
- **Learner Needs** – A better understanding of candidate needs.
- **Professional Development** – Advance your career.

AM:PM Services Booking Form

Please complete this form and mail or FAX to:
 AM:PM IT Services, Tower Point , 44 North Road, Brighton BN1 1YR.
 TEL: 01273 243000 FAX: 01273 243966
 or e:mail : training@ampmittraining.co.uk

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| Your Name: | | | |
| Home No. | Personal No: | | |
| Company & Address | | | |
| Home Address | | | |
| Course Date: | Course Fee per delegate: £ | | |
| Registration Fee £: | | Total (excluding VAT): £ | |
| Course Title: | | | |
| Candidate | Name | Course Title | Date |
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| Authorised By: | Purchase Order No.: |
| Position: | |
| Address: | |
| Postcode: | |
| Telephone: | Fax: |
| Signed: | Date: |

Address to which instructions should be sent to if different from above

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