

## **OCR Learning and Development (including Assessor/Quality Assurance Qualifications)**

### **Frequently Asked Questions:**

- **Who can assess these qualifications?**

All those who assess these qualifications must:

- have up-to-date working knowledge and experience of best practice in Learning and Development
- be occupationally competent in the units they are assessing
- hold one of the following qualifications or their recognised equivalent:
  - the Level 3 Award in Assessing Competence in the Work Environment or
  - the Level 3 Certificate in Assessing Vocational Achievement, or
  - A1 Assess candidate performance using a range of methods, or
  - D32 Assess candidate performance and D33 Assess candidates using differing sources of evidence; and
- show current evidence of continuing professional development in assessment and learning and development.

- **Who can internally quality assure these qualifications?**

All those who provide internal quality assurance for these qualifications must:

- have up-to-date working knowledge and experience of best practice in Learning and Development
- be occupationally competent in the units they are quality assuring
- hold one of the following qualifications or their recognised equivalent:
  - the Level 3 Award in Assessing Competence in the Work Environment or
  - the Level 3 Certificate in Assessing Vocational Achievement, or
  - A1 Assess candidate performance using a range of methods, or
  - D32 Assess candidate performance and D33 Assess candidates using differing sources of evidence
- hold, or be working towards, one of the following internal quality assurance qualifications or their recognised equivalent:
  - the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice, or
  - the Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice, or
  - V1 Conduct internal quality assurance of the assessment process, or
  - D34 Internally verify the assessment process; and

- show current evidence of continuing professional development in learning and development, assessment and quality assurance.

- **Who can externally quality assure these qualifications?**

All those who provide external quality assurance for these qualifications must:

- have up-to-date working knowledge and experience of best practice in Learning and Development
- hold one of the following qualifications or their recognised equivalent:
  - the Level 3 Award in Assessing Competence in the Work Environment or
  - the Level 3 Certificate in Assessing Vocational Achievement, or
  - A1 Assess candidate performance using a range of methods, or
  - D32 Assess candidate performance and D33 Assess candidates using differing sources of evidence
- hold, or be working towards, one of the following external quality assurance qualifications or their recognised equivalent:
  - the Level 4 Award in Externally Assuring the Quality of Assessment Processes and Practice, or
  - the Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice, or
  - V2 Conduct external quality assurance of the assessment process, or
  - D35 Externally verify the assessment process; and
- show current evidence of continuing professional development in learning and development, assessment and quality assurance.
- In terms of **best practice**, external quality assurance staff might also be expected to hold an appropriate internal quality assurance qualification, either:
  - the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
  - the Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
  - V1 Conduct internal quality assurance of the assessment process; or
  - D34 Internally verify the assessment process.

- **Do assessors have to be qualified for 12 months before they can take the IQA qualification?**

'12 months' was only ever mentioned in the old standards (A1/V1), not the new ones and it specifically only applied to people who wished to assess or IV the assessment or IV qualifications. Over time I think people misunderstood the assessment and verification assessment strategy and assumed it applied to all qualifications, which it didn't and this is where this misunderstanding stems from. This rule does not and never did apply to the majority of qualifications.

- **Which assessor units should I take?**

The qualification you need to take is governed by the environment in which you assess:

- Level 3 Award in assessing competence in the work environment – for Assessors who assess their learners occupational competence in the learners own workplace, usually, but not exclusively, through direct observation, questioning and work product
- Level 3 Award in assessing vocationally related achievement – for Assessors who assess vocationally related skills and knowledge in a classroom, workshop or other learning environment usually, but not exclusively, through skills tests, assignments, simulations and oral/written questions.
- Level 3 Certificate in assessing vocational achievement – for those who do BOTH of the above.

- **Can we APL/RPL earlier assessor/IV qualifications to the new standards?**

Assessors and IQAs are active practitioners should easily be able to provide current evidence of their competence. If they are not active, they don't need to do the qualifications  
If they are considering doing them for CPD purposes, they could just use the knowledge units.

- **Who would take the Leading Internal Quality Assurance qualification?**

This qualification is intended for active IQA practitioners who lead a team of IQAs

- **What does describe mean?**

From the Centre Handbook: "To give an account of, or representation in words" (What is it? What does it look like?)

- **What does explain mean?**

From the Centre Handbook: "To make comprehensible, especially by giving clear and detailed account of the relevant structure, operation, surrounding circumstances etc" (How does it work? What does it mean?)

- **What does evaluate mean?**

From the Centre Handbook: "To ascertain or set the amount or value of; to judge or assess the worth of; appraise" (At the end of the day, what difference does it make?)

- **Do the trainee assessor's candidates have to be taking a qualification?**

The assessor qualification doesn't actually require the trainee assessor's candidates to be taking a qualification at all. You can consider a HR manager carrying out the annual appraisals. They are carrying out assessments, not of qualifications, but using the same skills. Just so long as the criteria are met, that is all that is required.

### **What languages does 'bilingualism' cover?**

Apart from foreign language qualification specifications, the QCF Regulatory Framework states that:

- There must be provision in:
  - England – for qualification specifications and assessment materials that are expressed in English
  - Wales – for qualification specifications that are expressed in Welsh or English, or in Welsh and English; specifications must state explicitly in which language(s) assessment is available
  - Northern Ireland – for qualification specifications that are expressed in English and assessment materials that are expressed either in English or in English and Irish (Gaeilge).
- With the consent of the Awarding Organisation, assessment may be permitted in a language other than English, Welsh or Irish (Gaeilge), provided that:
  - Assessment is comparable to that offered in English, Welsh or Irish (Gaeilge)
  - In qualifications designed for the workplace, lack of proficiency in English, Welsh or Irish (Gaeilge) does not prevent the candidate from properly carrying out the role that is supported by the qualification.
  - Where more than one language is used, mechanisms are in place to ensure that assessments carried out, and awards made to learners, in different languages are comparable.
- Assessment may be allowed in British Sign Language.

- **What are the CPD requirements?**

All those who assess or quality assure these qualifications must:

- have up-to-date working knowledge and experience of best practice in assessment and quality assurance and Learning and Development
- hold the recognised qualifications listed above
- show current evidence of continuing professional development in assessment and quality assurance.
- have demonstrated updating and continuing competence within the last year such as study related to a job role.

- **Do I need to take the new qualifications?**

If you already hold the previous equivalent qualifications (A1/V1, D32/33/34) there is no mandatory requirement to take the new qualifications.

If you do not hold the previous equivalent qualifications, whether or not you need to take the new ones will depend on the requirements for Assessors and IQAs defined in the assessment strategy of the qualification you are assessing or quality assuring.

- **Does each of the assessment criteria require three pieces of evidence for full coverage?**

No. The amount of evidence is determined by meeting:

- All of the learning outcomes and assessment criteria
- Any stated evidence requirements within the unit
- The requirements the assessment strategy for the qualification being assessed.

- **Should the L & D/Education and Training EQA be looking for countersignatures?**

We have no jurisdiction from within L & D and Education & Training to request this for other schemes and therefore as an L & D or Education and Training EQA we cannot mention in action points or recommendations anything to do with countersigning.