

Assessor and Verifier Awards

Level 3 Award in Assessing a Candidate Using a Range of Methods (3435)

Level 3 Award in Assessing Candidates' Performance Through Observation (3434)

Level 4 Award in Conducting Internal Quality Assurance of the Assessment Process (3439)

What is an NVQ?

An NVQ (National Vocational Qualification) is a qualification that assesses someone's competence (the skills, knowledge and understanding they have) in a work situation. NVQs are based on standards (national occupational standards). The standards describe the level and breadth of performance that is expected of anyone working in the sector which the NVQ covers. These occupational qualifications consist of single units from the standards developed by the Employment NTO, the government-approved standard setting body for the learning and development sector at the time.

These qualifications have been accepted by the Qualifications and Curriculum Authority (QCA) for inclusion in the National Qualifications Framework (NQF).

Who are these qualifications for?

The OCR assessor and verifier awards are work-oriented and are suitable for those who have real work experience. They are open to candidates of any age, of either gender and there are no entry barriers on grounds of race, creed or previous academic attainment or learning. Candidates are expected to have sufficient standards of communication and number skills to carry out the work described in the standards.

The **OCR Level 3 award in assessing candidates using a range of methods** is suitable for those who assess NVQ candidates using a wide range of assessment methods. They will be:

- Developing plans for assessing competence with NVQ candidates
- Judging evidence against NVQ criteria to make assessment decisions
- Providing feedback and support to NVQ candidates on assessment decisions
- Contributing to the internal quality assurance process within NVQ Centres

The **OCR Level 3 Award in Assessing candidates' performance Through Observation** is suitable for those who assess NVQ candidates using observation. They will be:

- Agreeing and reviewing plans for assessing NVQ candidates' performance
- Assessing candidates' performance against the agreed standards
- Assessing candidates' knowledge against the agreed standards
- Making assessment decisions and providing feedback

The **OCR Level 4 Award in Conducting Internal Quality Assurance of the Assessment Process** is suitable for those who internally verify the NVQ assessment Process. They will be:

- Carrying out and evaluating internal NVQ assessment and quality assurance systems
- Supporting NVQ assessors
- Monitoring the quality of NVQ assessor performance
- Meeting external quality assurance requirements

What is the purpose of these qualifications?

These assessor qualifications recognise the candidate's competence in assessing NVQ candidates to national standards

The internal quality assurance qualification recognises the candidate's competence in monitoring internal quality assurance and assessment systems to national standards.

Together they will ensure a national standard for NVQ assessment.

What are the benefits of Learning and Development qualifications?

Employers will benefit from:

- Better targeting and evaluation of learning and assessment opportunities
- Improved staff performance
- Increased skill levels
- Improvements in the quality of service to NVQ candidates
- More highly motivated staff

Employees will benefit from:

- A clear understanding of responsibilities
- The opportunity to develop new skills
- The recognition and continued development of existing skills
- Opportunities to improve service to NVQ candidates

What is the structure of these Qualifications?

OCR Level 3 Award in Assessing Candidates Using a Range of Methods
Qualification Code 3435 (comprising unit A1)

To achieve this qualification, candidates must achieve unit A1 from the Learning and Development National Occupational Standards 'Assess Candidates Using a Range of Methods'

OCR Level 3 Award in Assessing Candidates' Performance Through Observation
Qualification Code 3434 (comprising unit A2)

To achieve this qualification, candidates must achieve unit A2 from the Learning and Development National Occupational Standards 'Assess Candidates Performance through Observation'

OCR Level 4 Award in Conducting Internal Quality Assurance of the Assessment Process Scheme Code 3439 (comprising unit V1)

To achieve this qualification, candidates must achieve unit V1 from the Learning and Development National Occupational Standards 'Conduct Internal Quality Assurance of the Assessment Process'

NVQ units of competence

A1 Assess Candidates Using a Range of Methods

- A1.1 Develop plans for assessing competence with candidates
- A1.2 Judge evidence against criteria to make assessment decisions
- A1.3 Provide feedback and support to candidates on assessment decisions
- A1.4 Contribute to internal quality assurance process

A2 Assess Candidates' Performance Through Observation

- A2.1 Develop plans for assessing candidates' performance
- A2.2 Assess candidates' performance against the agreed standards
- A2.3 Assess candidates' knowledge against the agreed standards
- A2.4 Make an assessment decision and provide feedback

V1 Conduct Internal Quality Assurance of the Assessment Process

- V1.1 Carry out and evaluate internal assessment and quality assurance
- V1.2 Support assessors
- V1.3 Monitor the quality of assessors' performance
- V1.4 Meet external quality assurance requirements

Who is involved in the delivery of these Qualifications?

Any organisation, whether it is a place of employment, college or private training organisation can be approved as an **assessment centre** to offer these qualifications, as long as it meets the criteria set out in the OCR publication '*National Vocational Qualifications and Other Verified Qualifications – Centre Guidance*' (reference code L526). This

includes being able to provide suitably occupationally competent **assessors** and **internal verifiers**.

Once approved, an **assessment centre** can register candidates for these qualifications and allocate **assessors** to each candidate.

The **trainer** will enable the learner to develop knowledge, understanding and skills in relation to the qualification they are preparing for.

Trainers will:

- provide opportunities for learning
- provide ongoing mentoring to the candidate, including review and feedback on learning experiences and development of competence
- provide opportunities for a candidate to practice what they have learnt in a realistic, but safe and protected, working environment or, where this is not appropriate, in a simulated environment.

The **assessor** will judge the evidence of a candidate's performance, knowledge and understanding against the units of competence in order to decide whether the candidate has demonstrated competence. The assessor will have suitable and reliable experience and be trained and qualified as an NVQ assessor. The criteria for appointing assessors are closely monitored. An assessor may be a candidate's line manager, a college tutor, or someone specially appointed to this role. A team of assessors may also carry out assessments.

The roles of trainer and assessor are inextricably linked and may be carried out by the same person, however, training activities must be clearly separated from assessment and only assessed evidence of competence should be presented as evidence towards the qualification. The roles of assessor and trainer must be separate and preferably, where an individual has advised on a candidate's development they should not be that candidate's only assessor.

The **independent assessor** who will assess a substantive piece of outcome evidence must be a competent jobholder who is qualified as an assessor, not acting as the candidates' primary assessor or internal verifier.

Each assessor's work must be checked and confirmed by an **internal verifier** who is also a member of the staff of the assessment centre. The criteria for appointing internal verifiers are also closely monitored. The internal verifier checks and standardises assessment decisions made by the assessors in the centre.

How are these Qualifications assessed?

Like NVQs, these qualifications are competence-based. This means that they are linked to a person's ability to competently perform a range of tasks connected with their work.

To gain these qualifications a candidate must achieve the level of competence described in the relevant unit of competence. The units of competence contain the national occupational standards for learning and development and can be downloaded from the OCR website at www.ocr.org.uk

Qualification Requirements

In order to assess or verify any candidate for the units that make up these qualifications the assessor/internal verifier must hold the following Awards:

Assessors

All assessors selected by centres must have sufficient occupational competence to ensure an up-to-date working knowledge and experience of the principles and practices specified in the standards they are assessing.

Sufficient occupational competence is defined as:

Having held a post for a minimum of one year within the last two years which involved performing the activities defined in the standards as an experienced practitioner

OR

Being an experienced trainer or instructor of at least one year's standing in the competence area of the standards

And for both of the above

Having demonstrated updating within the last year involving at least two of the following activities:

- Work placement
- Job shadowing
- Technical skill update training
- Attending courses
- Studying for learning and development units
- Study related to job role
- Collaborative working with Awarding Bodies
- Examining
- Qualifications development work
- Other appropriate occupational activity as agreed with the internal verifier.

| Unit | Assessor must have | Internal Verifier must have |
|-----------------------------|-----------------------------------|-----------------------------------|
| Assessor A1 | A1 or (D32+D33) | A1 or (D32 + D33) and (V1 or D34) |
| Assessor A2 | A1 or (D32+D33) | A1 or (D32 + D33) and (V1 or D34) |
| Internal Verifier V1 | A1 or (D32 + D33) and (V1 or D34) | A1 or (D32 + D33) and (V1 or D34) |

All assessors will have a sound working knowledge of the content of the standards they are assessing and their assessment requirements

Assessors of Assessor-candidates are required to have **achieved** their relevant **Assessor unit(s)** before they can start to assess Assessor-Candidates.

Similarly, **Assessors of Internal Verifier candidates** need to have **achieved** their own **Assessor and Verifier Units** before they can start to assess Verifier-Candidates.

Internal verifiers

All internal verifiers will have sufficient experience of having conducted assessments of the specific national occupational standards they are verifying or in an appropriate and related occupational area.

Sufficient occupational competence is defined as:

Having been an assessor for the standards being assessed, or for a set of standards in a related occupational area, for a minimum of one year within the last two years

AND

Having demonstrated updating within the last year involving at least two of the following activities:

- Attending Awarding Body verification training courses;
- Studying for learning and development units;
- Study related to job role;
- Collaborative working with Awarding Bodies;
- Qualifications development work;
- Other appropriate occupational activity as agreed with the external verifier.

All internal verifiers will have direct responsibility and quality control of assessments of the occupational standards or the quality assurance of the assessment process within an assessment centre which has been approved by an Awarding Body.

All internal verifiers will have a **sound working knowledge** of **assessment and verification principles** as defined in the national standards for internal quality assurance (V1) and the particular internal verification requirements.

Internal Verifiers of Assessor-candidates are required to have **achieved** their Internal Verification unit **before they can start to internally verify Assessor-Candidates**.

Similarly, **Internal Verifiers of Internal Verifier candidates** need to have **achieved** their own Assessor and Verifier Units **before they can start to internally verify Verifier-Candidates**.

What are the important assessment requirements for these qualifications?

Independent assessment - Candidates are required to present a balance of evidence, which must include a substantive primary piece of outcome evidence (e.g. a record of an observation of an assessor conducting an assessment

with a candidate) which has been assessed by a second assessor who, is independent from the candidate.

Simulation is not allowed for these qualifications. All evidence must come from the candidate's own real work activities.

Real work is not where performance evidence is produced by assignments set by tutors or trainers in a controlled classroom situation.

Where do Key Skill units fit in?

These qualifications have been signposted to Key Skills 2000 specifications. This signposting can be found in the relevant scheme book or on the OCR website **www.ocr.org.uk**

For more information on offering the Key Skills units contact the OCR Information Bureau on (024) 7647 0033, email cib@ocr.org.uk

What to do next?

To seek approval to offer the qualification(s), please apply on-line following the step-by-step guide to applying for approval for vocational qualifications indicated on our 'Centre Approval' webpage.

You might be interested to know that OCR staff are available to help with any aspect of setting up a vocational assessment centre. Through an advisory telephone call or a centre visit, we can assist, not only with the completion of the form, but also provide advice on the following areas:

- identifying potential candidates and marketing opportunities
- meeting OCR requirements
- identifying resourcing levels, both in terms of staff and equipment
- the documents you might need for the benefit of the candidates and a smooth running centre operation

For further information, please get in touch with our **Customer Contact Centre** by phone: **(024 7685 1509)**; email: vocational.qualifications@ocr.org.uk; or in writing: **OCR Customer Contact Centre, OCR, Westwood Way, Coventry, CV4 8JQ.**

A summary of how the approval process works is provided in our **Admin Guide for Vocational Qualifications** (publication ref. code: A850). Our **Fees List** contains the charges for centre evaluation, candidate entries and certification. Both documents are available to download from our website **www.ocr.org.uk**

- The OCR booklet 'National Vocational Qualifications and Other Verified Qualifications – Centre Guidance' (L526)
- The OCR fees booklet (A250), which includes charges for centre evaluation, candidate registration and certification.
- Further data sheets describing the other qualifications in the Learning and Development suite of qualifications:

OCR Learning and Development Awards
Data sheet code N135

OCR Qualifications for Government Funded Work Based Training Organisations
Data sheet code N136

The following OCR priced publications may be purchased from OCR Publications, PO Box 5050, Annesley, Nottingham, NG15 0DL, Telephone: 0870 870 6621, Facsimile: 0870 870 6621 or email: publications@ocr.org.uk

Eight scheme books contain the full standards and guidance on implementation of the qualifications. Their content can be previewed on the OCR website www.ocr.org.uk

- OCR Level 3 Award in Assessing Candidates Using a Range of Methods (J465)
- OCR Level 3 Award in Assessing Candidates' Performance Through Observation (J464)
- OCR Level 4 Award in Conducting Internal Quality Assurance of the Assessment Process (J467)
- OCR Certificate in Mentoring in the Workplace and OCR Certificate in Coaching Learners in the Workplace (J471)
- OCR Level 3 NVQ in Learning and Development and OCR Level 3 NVQ in Direct Training and Support (J473)
- OCR Level 4 NVQ in Learning and Development and OCR Level 4 NVQ in Co-ordination of Learning and Development Provision and OCR Level 4 NVQ in Management of Learning and Development Provision (J474)
- OCR Level 5 NVQ in Learning and Development (J476)
- OCR Certificate in Initial Assessment and Support of Learners and OCR Certificate in Review and Assessment of Learning (J469)
- A centre support CD-ROM (C150) containing all the standards and guidance on the implementation of each of the qualifications.
- The NVQ Toolbox, available on CD-ROM (C351) or a printed paper copy (P351) contains support materials for NVQ centres including example procedures and master forms to assist a centre in setting up NVQ systems and procedures.

What other related OCR qualifications are available?

OCR Qualifications for Government Funded Work Based Training Organisations

Data sheet code N136

- OCR Level 3 NVQ in Direct Training and Support (3413)
- OCR Level 4 NVQ in Management of Learning and Development Provision (3414)
- OCR Level 4 NVQ in Co-ordination of Learning and Development Provision (3412)
- OCR Certificate in Initial Assessment and Support of Learners (3438)
- OCR Certificate in Review and Assessment of Learning (3441)

OCR Learning and Development Awards

Data sheet code N135

- OCR Level 3 NVQ in Learning and Development (3345)
- OCR Level 4 NVQ in Learning and Development (3346)
- OCR Level 5 NVQ in Learning and Development (3347)
- OCR Certificate in Coaching in the Workplace (3436)
- OCR Certificate in Mentoring in the Workplace (3440)

www.ocr.org.uk

OCR customer contact centre

Vocational qualifications

Telephone 024 76 851509

Facsimile 024 76 851633

Email vocational.qualifications@ocr.org.uk

General qualifications

Telephone 01223 553998

Facsimile 01223 552627

Email general.qualifications@ocr.org.uk

OCR

1 Hills Road, Cambridge CB1 2EU

Telephone 01223 552552

Facsimile 01223 553377



FS 27093

For staff training purposes and as part of our quality assurance programme your call may be recorded or monitored.
© OCR 2009 Oxford Cambridge and RSA Examinations is a Company Limited by Guarantee. Registered in England.
Registered office 1 Hills Road, Cambridge CB1 2EU. Registered company number 3484466. OCR is an exempt charity.

N134/0907