



FAQ LEVEL 3 CERTIFICATE IN
ASSESSING
VOCATIONAL
ACHIEVEMENT

EVIDENCE LOGBOOK

QN: **501/1865/1**

Qualification Reference: **L3CAVA**



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Assessment Principles

1. Assessment Principles

Please refer to the FutureQuals website (www.futurequals.com) for the current version of the Assessment Principles and the latest version of the qualification specification for any specific Assessment Principles relating to this qualification.

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Component 1: Assess occupational competence in the work environment

Component Reference Number: H/601/5314

Level: 3

Credit: 6

GL: 30

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1. Be able to plan the assessment of occupational competence			
1.1 Plan assessment of occupational competence based on the following methods: <ul style="list-style-type: none"> • 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 			
1.2 Communicate the purpose, requirements and processes of assessing occupational competence to the learner			
1.3 Plan the assessment of occupational competence to address learner needs and current achievements			
1.4 Identify opportunities for holistic assessment			

2. Be able to make assessment decisions about occupational competence			
2.1 Use valid, fair and reliable assessment methods including: <ul style="list-style-type: none"> • 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 			
2.2 Make assessment decisions of occupational competence against specified criteria			
2.3 Follow standardisation procedures			
2.4 Provide feedback to learners that affirms achievement and identifies any further implications for learning, assessment and progression			
3. Be able to provide required information following the assessment of occupational competence			
3.1 Maintain records of the assessment of occupational competence, its outcomes and learner progress			
3.2 Make assessment information available to authorised colleagues			
3.3 Follow procedures to maintain the confidentiality of assessment information			
4. Be able to maintain legal and good practice requirements when assessing occupational			

competence			
4.1 Follow relevant policies, procedures and legislation for the assessment of occupational competence, including those for health, safety and welfare			
4.2 Apply requirements for equality and diversity and, where appropriate, bilingualism, when assessing occupational competence			
4.3 Evaluate own work in carrying out assessments of occupational competence			
4.4 Maintain the currency of own expertise and competence as relevant to own role in assessing occupational competence			

Learner declaration of authenticity:

I declare that the work presented for this component is entirely my own work.

Learner signature:

Date:

Assessor sign off of completed component:

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name:

Signature:

Date:

Component 2: Assess vocational skills, knowledge and understanding

Component Reference Number: F/601/5319

Level: 3

Credit: 6

GL: 30

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1. Be able to prepare assessments of vocational skills, knowledge and understanding			
1.1 Select methods to assess vocational skills, knowledge and understanding which address learner needs and meet assessment requirements, including: <ul style="list-style-type: none"> • assessments of the learner in simulated environments • skills tests • oral and written questions • assignments • projects • case studies • recognising prior learning 			
1.2 Prepare resources and conditions for the assessment of vocational skills, knowledge and understanding			
1.3 Communicate the purpose, requirements and processes of assessment of vocational skills, knowledge and understanding to learners			
2. Be able to carry out assessments of vocational skills, knowledge and understanding			
2.1 Manage assessments of vocational skills, knowledge and understanding to meet assessment requirements			
2.2 Provide support to			

learners within agreed limitations			
2.3 Analyse evidence of learner achievement			
2.4 Make assessment decisions relating to vocational skills, knowledge and understanding against specified criteria			
2.5 Follow standardisation procedures			
2.6 Provide feedback to the learner that affirms achievement and identifies any further implications for learning, assessment and progression			
3. Be able to provide required information following the assessment of vocational skills, knowledge and understanding			
3.1 Maintain records of the assessment of vocational skills, knowledge and understanding, its outcomes and learner progress			
3.2 Make assessment information available to authorised colleagues as required			
3.3 Follow procedures to maintain the confidentiality of assessment information			
4. Be able to maintain legal and good practice requirements when assessing vocational skills, knowledge and understanding			
4.1 Follow relevant policies, procedures and legislation relating to the assessment of vocational skills, knowledge and understanding, including those for health, safety and welfare			
4.2 Apply requirements for			

equality and diversity and, where appropriate, bilingualism			
4.3 Evaluate own work in carrying out assessments of vocational skills, knowledge and understanding			
4.4 Take part in continuing professional development to ensure current expertise and competence in assessing vocational skills, knowledge and understanding			

Learner declaration of authenticity:
I declare that the work presented for this component is entirely my own work.

Learner signature: _____ Date: _____

Assessor sign off of completed component:
I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name: _____

Signature: _____ Date: _____

Component 3: Understanding the principles and practices of assessment

Component Reference Number: D/601/5313

Level: 3
Credit: 3
GL: 24

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1. Understand the principles and requirements of assessment			
1.1 Explain the function of assessment in learning and development			
1.2 Define the key concepts and principles of assessment			
1.3 Explain the responsibilities of the assessor			
1.4 Identify the regulations and requirements relevant to the assessment in own area of practice			
2. Understand different types of assessment method			
2.1 Compare the strengths and limitations of a range of assessment methods with reference to the needs of individual learners			
3. Understand how to plan assessment			
3.1 Summarise key factors to consider when planning assessment			
3.2 Evaluate the benefits of using a holistic approach to assessment			

3.3 Explain how to plan a holistic approach to assessment			
3.4 Summarise the types of risks that may be involved in assessment in own area of responsibility			
3.5 Explain how to minimise risks through the planning process			
4. Understand how to involve learners and others in assessment			
4.1 Explain the importance of involving the learner and others in the assessment process			
4.2 Summarise types of information that should be made available to learners and others involved in the assessment process			
4.3 Explain how peer and self-assessment can be used effectively to promote learner involvement and personal responsibility in the assessment of learning			
4.4 Explain how assessment arrangements can be adapted to meet the needs of individual learners			
5. Understand how to make assessment decisions			
5.1 Explain how to judge whether evidence is: <ul style="list-style-type: none"> • sufficient • authentic • current 			
5.2 Explain how to ensure that assessment decisions are:			

<ul style="list-style-type: none"> • made against specified criteria • valid • reliable • fair 			
6. Understand quality assurance of the assessment process			
6.1 Evaluate the importance of quality assurance in the assessment process			
6.2 Summarise quality assurance and standardisation procedures in own area of practice			
6.3 Summarise the procedures to follow when there are disputes concerning assessment in own area of practice			
7. Understand how to manage information relating to assessment			
7.1 Explain the importance of following procedures for the management of information relating to assessment			
7.2 Explain how feedback and questioning contribute to the assessment process			
8. Understand the legal and good practice requirements in relation to assessment			
8.1 Explain legal issues, policies and procedures relevant to assessment, including those for confidentiality, health, safety and welfare			
8.2 Explain the contribution that technology can make to the assessment process			
8.3 Evaluate requirements for equality and diversity			

and, where appropriate, bilingualism in relation to assessment			
8.4 Explain the value of reflective practice and continuing professional development in the assessment process			

Learner declaration of authenticity:
I declare that the work presented for this component is entirely my own work.

Learner signature: _____ Date: _____

Assessor sign off of completed component:
I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name: _____

Signature: _____ Date: _____

Level 3 Certificate in Assessing Vocational Achievement
Summary of Achievement

Learner Name		FutureQuals Learner Number	
Centre Name		Centre Number	

Component Number	Component Title	Credits	Date Verified	Learner Signature	Assessor Signature	IQA Signature	EQA Signature
H/601/5314	Assess occupational competence in the work environment						
F/601/5319	Assess vocational skills, knowledge and understanding						
D/601/5313	Understanding the principles and practices of assessment						

Competence has been demonstrated in all the components recorded above using the required assessment procedures and the specified conditions/contexts. The evidence meets the requirements for validity, authenticity, currency, reliability and sufficiency.

Internal Quality Assurer Signature

Date

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