



FAQ LEVEL 3 AWARD IN

ASSESSING COMPETENCE IN THE WORK ENVIRONMENT

OVERVIEW SPECIFICATION

Qualification Number: **501/1866/3**

Qualification Reference: **L3AACWE**



FutureQuals[®]



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Document Details and Version History

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New Version Number	Date Amended	Section/Page Number Amended	Details of Amendment(s)

Introduction

Introduction to FutureQuals

FutureQuals is a forward-thinking, Learner-centric and customer-focused awarding and end-point assessment organisation committed to excellence.

Our Values

Visionary | Supportive | Innovative | Professional

Our Vision

“We envisage a place in which every Learner achieves their full potential.”

Our Mission

“To provide Learners, Centres and Organisations with respected, valued, inclusive and quality-assured qualifications and assessments.”

Recognised to offer regulated qualifications in England, Wales, Northern Ireland, and accredited qualifications in Scotland, FutureQuals provide approved Centres with specialist, progressive qualifications.

FutureQuals is recognised to deliver high-quality apprenticeship end-point assessment for employers and training providers in England.

A full list of our qualifications and end-point assessments can be found on our website: <https://www.futurequals.com>

Introduction to Qualification Specification

Welcome to the **FAQ Level 3 Award in Assessing Competence in the Work Environment** Overview Qualification Specification.

The aim of this overview qualification specification is to outline the qualification requirements and provide guidance to FutureQuals Centres regarding the administration, delivery and assessment of this qualification. It is recommended that you study this specification in detail, becoming fully conversant with the procedures and accompanying documents, including the full qualification specification, which contains detailed Component criteria and assessment information.

Publication Information

Every effort has been made to ensure that the information contained in this document is true and correct at the time of publication. However, FutureQuals products and services are subject to continuous development and improvement. We, therefore, reserve the right to change these products and services from time to time. FutureQuals cannot accept liability for any loss or damage incurred from the use of information in this publication.

Any changes and updates will be documented in the version history of this specification.

Qualification Information

Qualification Title:	FAQ Level 3 Award in Assessing Competence in the Work Environment
Qualification Level:	3
Qualification Product Code:	L3AACWE
Qualification Number:	501/1866/3
Qualification Type:	RQF
Regulated by:	Ofqual and CCEA

Purpose and Aims

The purpose of the **FAQ Level 3 Award in Assessing Competence in the Work Environment** is to provide Learners with the skills, knowledge, and understanding required to assess occupational competence within the work environment.

This qualification forms part of the FutureQuals Education, Training and Assessing Suite.

Qualification Size and Registration Length

Minimum credits required to achieve this qualification: **9**

Guided Learning (GL) for this qualification: **54 hours**

Total Qualification Time for this qualification (TQT): **90 hours**

Registration Length: **6 months**

Qualification Fees

Please visit our website for information on registration fees, applicable assessment resit fees or to view our *Fees and Pricing Policy*.

Funding Information

The **FAQ Level 3 Award in Assessing Competence in the Work Environment** may be eligible for public funding, as determined by the Department for Education (DfE) and the Department for the Economy in Northern Ireland.

For information regarding potential sources of funding, please contact your local funding office.

Qualification Structure - Components, Rules of Combination and Requirements

To achieve the **FAQ Level 3 Award in Assessing Competence in the Work Environment**, Learners must meet the rules of combination and follow all guidance relating to barred Components and Component order.

Group M - Mandatory Components					
Component Number	Component Reference	Component Name	Credit Value	GLH	Component Level
1	H/601/5314	Assess occupational competence in the work environment	6	30	3
2	D/601/5313	Understanding the principles and practices of assessment	3	24	3

Rules of Combination - Learners must achieve both Components in *Group M - Mandatory Components*.

Qualification Assessment

The purpose of assessment is to ensure that effective learning has taken place and to provide Learners with the opportunity to present evidence demonstrating how they have met the learning outcomes and assessment criteria.

Method of Assessment

Method of assessment: Portfolio of evidence.

The following assessment methods and materials, developed by FutureQuals, **must** be used for assessment of the **FAQ Level 3 Award in Assessing Competence in the Work Environment**:

- *FAQ Level 3 Award in Assessing Competence in the Work Environment Evidence Log*

This qualification is internally assessed and internally quality assured by Centre staff and externally quality assured by FutureQuals External Quality Advisors (EQAs).

Detailed information relating to Component-specific assessments and assessment methods for the **FAQ Level 3 Award in Assessing Competence in the Work Environment** can be found within the relevant Component specification of the full qualification specification.

All evidence produced by the Learner must be their own.

Assessment Principles

FutureQuals will always publish Assessment Principles, whether they have been developed by a Sector Skills Council (SSC) or are FutureQuals' own. The latest version of the generic FutureQuals Assessment Principles is available on the FutureQuals website and should be used in conjunction with any qualification-specific Assessment Principles.

You can view the *FutureQuals Assessment Principles* here:

<https://www.futurequals.com/assets/AssessmentPrinciples.pdf>

Any qualification-specific assessment principles and requirements are either reproduced in this specification or set out in the external guidance referenced in this specification.

The **FAQ Level 3 Award in Assessing Competence in the Work Environment** must be assessed according to the *FutureQuals Assessment Principles* and [The Education and Training Foundation Qualification Guidance](#).

Grading

The overall qualification is graded as a Pass or Fail.

Qualification Resources

Learning Resources, Assessments and Sample Assessments

In support of delivering the **FAQ Level 3 Award in Assessing Competence in the Work Environment**, FutureQuals has created the following resources:

- *FAQ Level 3 Award in Assessing Competence in the Work Environment Overview Qualification Specification*
- *FAQ Level 3 Award in Assessing Competence in the Work Environment Full Qualification Specification*
- *FAQ Level 3 Award in Assessing Competence in the Work Environment Evidence Log*

The Head of Centre (and staff authorised by the HoC) at Centres approved to deliver this qualification will be provided with access to a SharePoint folder containing the full qualification specification, the Evidence Log, the Learner work product document, and any learning resources and assessment guides.

Learner Requirements and Information

Entry Requirements

Learners must:

- be 18 years of age (or older) on the first day of teaching

There are no formal qualification entry requirements that Learners must complete prior to completing the qualification. Learners will, however, need to have minimum core skills in literacy, numeracy and ICT to successfully complete the qualification. Initial assessment of minimum core skills may be carried out for all Learners commencing the qualification.

Reasonable Adjustments and Special Considerations

We are committed to improving access for Learners with disabilities and other difficulties, without compromising assessment.

Further details are provided in the *Reasonable Adjustments and Special Considerations Policy*, which can be found on the FutureQuals website.

Identification Requirements

It is a Centre's responsibility to confirm the identity of a Learner as part of its registration process, and for any online assessments.

The following are acceptable examples of proof of a Learner's identity:

- a valid passport (any nationality)
- a national identity card issued by an EU country
- a Gibraltar identity card
- a signed UK photocard driving licence
- a valid warrant card issued by HM Forces or the Police
- other photographic ID card, e.g., employee ID card (must be current employer), student ID card or a travel card

Learner Authenticity

It is a regulatory requirement that assessment evidence is authenticated as the work of the named Learner. Therefore, FutureQuals require that a declaration of authenticity is signed by the Learner for each assessment submitted (this includes e-portfolio systems). If an assessment is conducted online through the XAMS Platform, Learners will also be asked to declare that the assessment attempt is their own.

If a Centre uses their own pre-approved version of a FutureQuals evidence log, the same information must be captured as in the FutureQuals-issued evidence log, i.e., the assessment method, evidence reference, the Assessor's decision (including the signature and date to evidence completion of assessment) and the Learner's declaration of authenticity. The Learner must sign and date the declaration.

Recognition of Prior Learning (RPL)

RPL is a method of assessing and validating learning, achievement or credit that considers whether a Learner can demonstrate they meet the assessment requirements for a Component. This may be through knowledge, understanding or skills they already possess.

Provided the assessment requirements of a given Component or qualification have been met, the use of RPL is acceptable for the achievement of a Component(s) or a whole qualification. For further information, Centres should refer to the *FutureQuals Recognition of Prior Learning Policy* which can be found on the FutureQuals website.

Certificate Verification

All of our paper certificates and e-certificates now contain a unique QR code, either printed or embedded.

The authenticity of a certificate can be securely verified using the FutureQuals Secure Online Verification Service, which can be accessed via our website or by following this direct link:

<https://qmis.futurequals.com/Certification/CertificateValidator/FindCertificateToValidate>

Requalification

Once awarded, the **FAQ Level 3 Award in Assessing Competence in the Work Environment** certificate does not have a specific period of validity. However, as an evolving subject area, periodically retaking the qualification will help to ensure that individuals are working with the most up-to-date information.

Progression Opportunities

Learners can progress to other qualifications within the FutureQuals Education, Training and Assessing Suite. Learners can use the Components already achieved towards the other qualifications and will only be required to take those Components not already achieved. This qualification shares Components with the following:

- Level 3 Award in Assessing Vocationally Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement

Centre Requirements and Information

Legal Requirements

Approved Centres are responsible for ensuring that:

- the learning environment is safe for all Learners; risk assessments are in place and that health and safety is responsibly managed
- all aspects of GDPR are met
- Learners are able to progress in a respectful environment, free from bullying and harassment
- all safeguarding requirements are met
- all Learners are told how to find and use their Centre's safeguarding, data protection, equality and diversity and appeals policies/processes/procedures.

Workforce Requirements

In order to deliver, assess and quality assure the **FAQ Level 3 Award in Assessing Competence in the Work Environment**, Centres must first have applied for, and received, approval to offer the qualification.

Centres must have in place appropriately experienced and qualified staff. This includes Tutors, Assessors, Invigilators and Internal Quality Assurers (IQAs). All workforce requirements can be found in [The Education and Training Foundation Qualification Guidance](#).

Component Specifications – Mandatory Components

Component 1: Assess Occupational Competence in the Work Environment

Component Reference Number: H/601/5314

Credit Value: 6

GL: 30 hours

Level: 3

Component Summary

The purpose of this Component is to assess a learning and development practitioner's performance in carrying out assessments of occupational competence in a work environment.

Relationship to Apprenticeship Standards/Certificate/National Occupational Standards

Learning and Development NOS Standard 9: Assess Learner achievement.

Assessment Guidance

This Component is internally assessed and internally quality assured by Centre staff and externally quality assured by FutureQuals External Quality Advisors (EQAs).

Evidence for all learning outcomes must come from carrying out assessments in a work environment. As a minimum, there must be performance evidence for the following assessment methods:

- Observation of performance in the work environment
- Examining products of work
- Questioning the Learner.

Simulations are not allowed.

Other forms of evidence will be acceptable for the remaining assessment methods:

- Discussing with the Learner
- Use of others (witness testimony)
- Looking at Learner statements
- Recognising prior learning.

The Trainee Assessor's performance evidence must be assessed by observation, examining the products of work, questioning or professional discussions.

There must be valid, authentic and sufficient evidence for all the assessment criteria. Holistic assessment is encouraged and one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

There must be evidence of the Trainee Assessor carrying out at least two assessments of two Learners' occupational competence (four assessments in total). This occupational competence must not be in assessment itself. In other words, evidence for this Component must not come from assessing another Trainee Assessor who is, in turn, assessing someone else. In gathering evidence, an unqualified Trainee Assessor is not allowed to assess competence in another unqualified Assessor.

Learning Outcomes and Assessment Criteria

Learning Outcome - The Learner will:	Assessment Criterion - The Learner can:
1. Be able to plan the assessment of occupational competence	Plan assessment of occupational competence
	Purpose, requirements and processes
	Addressing Learner needs
	Opportunities for holistic assessment
2. Be able to make assessment decisions about occupational competence	Valid, fair and reliable assessment
	Assessment decisions against specified criteria
	Standardisation procedures
	Feedback to Learners
3. Be able to provide required information following the assessment of occupational competence	Maintain records
	Making assessment information available
	Confidentiality procedures
4. Be able to maintain legal and good practice requirements when assessing occupational competence	Policies, procedures and legislation for assessment of occupational competence
	Equality and diversity
	Evaluate own work
	Maintain expertise and competence

Component 2: Understanding the Principles and Practices of Assessment

Component Reference Number: D/601/5313

Credit Value: 3

GL: 24 hours

Level: 3

Component Summary

The purpose of this Component is to assess knowledge of the principles and practices of assessment in a learning and development context.

Relationship to Apprenticeship Standards/Certificate/National Occupational Standards

Learning and Development NOS Standard 9: Assess Learner achievement.

Assessment Guidance

This Component is internally assessed and internally quality assured by Centre staff and externally quality assured by FutureQuals External Quality Advisors (EQAs).

All learning outcomes in this Component must be assessed using methods appropriate to the assessment of knowledge and understanding.

There must be valid, authentic and sufficient evidence for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Learning Outcomes and Assessment Criteria

Learning Outcome - The Learner will:	Assessment Criterion - The Learner can:
1. Understand the principles and requirements of assessment	Assessment in learning and development
	Concepts and principles
	Assessor responsibilities
	Regulations and requirements
2. Understand different types of assessment method	Strengths and limitations of assessment methods
3. Understand how to plan assessment	Factors when planning assessment
	Benefits of a holistic approach to assessment
	Plan a holistic approach
	Risks involved in assessment
	Minimise risks through planning
4. Understand how to involve Learners and others in assessment	Involving Learners and others in the assessment process
	Information available to Learners and others

	Peer and self-assessment
	Adapting assessment arrangements
5. Understand how to make assessment decisions	Judging evidence
	Ensure validity of assessment decisions
6. Understand quality assurance of the assessment process	Importance of quality assurance
	Quality assurance and standardisation procedures
	Procedures concerning assessment disputes
7. Understand how to manage information relating to assessment	Procedures for information management
	Feedback and questioning
8. Understand the legal and good practice requirements in relation to assessment	Legal issues, policies and procedures
	Contribution of technology
	Equality, diversity and bilingualism
	Reflective practice and continuing professional development

Enquiries

Contact Us

Any enquiries relating to this qualification should be addressed to:

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Feedback

Your feedback is very important to us. We're always open to suggestions for enhancing and improving our services, products and systems.

Please email us at AO@futurequals.com or call us on 01530 836662.



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