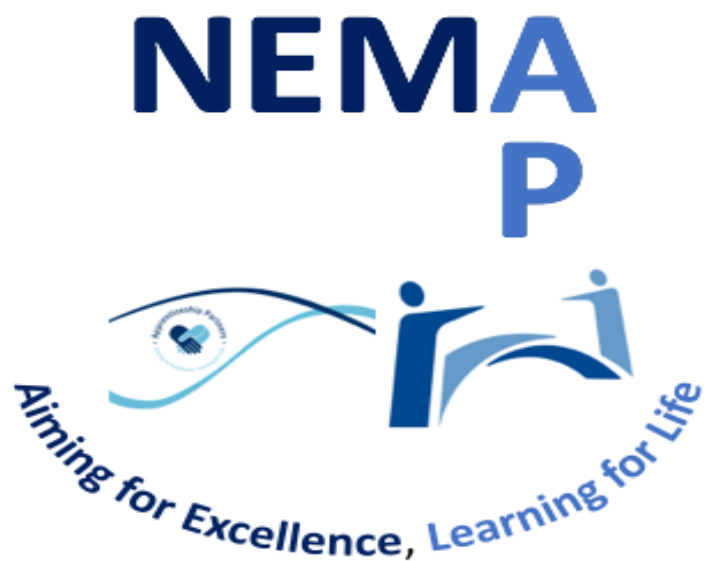


# Assessment in the Workplace Level 3 Award



## Assessment in the Workplace Level 3 Award

The Assessment in the Workplace Level 3 Award provides nationally recognised qualifications for candidates whose role involves assessing competence-based units or qualifications:

- Level 3 Award in Assessing Competence in the Workplace Environment

Find out more today, by speaking with one of our highly professional and experienced team, to find the right solution for you:

Website: [www.ApprenticeshipPartners.org](http://www.ApprenticeshipPartners.org)

Email: [info@ApprenticeshipPartners.org](mailto:info@ApprenticeshipPartners.org)

Telephone: 01494 513300

# Assessment in the Workplace Level 3 Award



## Introduction

The Assessment in the Workplace Level 3 Award provides nationally recognised qualifications for candidates whose role involves assessing competence-based units or qualifications:

Level 3 Award in Assessing Competence in the Workplace Environment

The regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual). The specification for this qualification has been approved by the Welsh Government for use by centres in Wales and by the Council for the Curriculum Examinations and Assessment (CCEA) for use by centres in Northern Ireland.

The qualification has been accredited onto the Regulated Qualification Framework (RQF) and provides a progression route to higher level or discipline related qualifications.



## Qualification

Qualification title	<b>Level 3 Award in Assessing Competence in the Work Environment</b>
Ofqual qualification number	600/2251/6
Level	Level 3
Guided learning hours	54
Total qualification time	90 hours
Assessment	Pass or fail
	Internally assessed and verified by Awarding Body staff External quality assurance by Awarding Body verifiers



## What is Required?

### Entry Requirements

There are no formal entry requirements for this qualification.

We will carry out an initial assessment of learner skills and knowledge to identify any gaps and help plan the assessment.

### Qualification Structure

Learners must complete 2 Mandatory units.

#### Group A Mandatory Units – complete all units

Unit Reference Number	Unit Title	Unit Level	Credit Value
D/601/5313	Understanding the principles and practices of assessment	3	24
H/601/5314	Assess occupational competence in the work environment	3	30



## Support

You will receive one-to-one support from your allocated Tutor, whom will be available to you, to provide the additional support that you may need.

All our Tutors aim to respond to your queries as soon as they possibly can, but certainly, this will be within 24-hours of receiving your request through our system.

The materials produced to help support you will include:

- Access to all policies and procedures in relation to:
  - Appeals
  - Complaints
  - Equality, Diversity & Inclusion
  - External Verification
  - Fair Assessment
  - Health & Safety
  - Internal Verification
  - Malpractice
  - Safeguarding
  - Tutor Marking
  
- Learning material including:
  - Written learning materials
  - Additional independent resources
  - Video's & podcasts (where available)
  - Recommended read and books (where available)
  
- Resources including:
  - Assignment Writing Template
  - Citation Guide
  - Harvard Referencing System Guide
  - Planning & Preparing to write Assignments
  - Quotation Guide
  - Sending evidence to your Tutor
  - Resubmitting evidence to your Tutor



## How will I be Assessed?

This qualification is competence-based, learners must demonstrate the level of competence described in the units. Assessment is the process of measuring a learner's skill, knowledge and understanding against the standards set in the qualification.

The qualification must be assessed by an appropriately experienced and qualified assessor.

Each learner is required to produce a portfolio of evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

Evidence can include:

- observation report by assessor
- assignments/projects/reports
- professional discussion
- witness testimony
- learner product
- worksheets
- record of oral and written questioning
- Recognition of Prior Learning

**Learning outcomes** set out what a learner is expected to know, understand or be able to do.

**Assessment criteria** specify the standard a learner must meet to show the learning outcome has been achieved.

## Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made by Tutors are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

## Adjustment to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of learners. Our Awarding Body's "Reasonable Adjustments Policy" and "Special Consideration Policy" sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that we provide for some of these arrangements.

## Certification

Learners who achieve the required credits for qualifications will be awarded:

- A certificate listing all units achieved with their related credit value, and
- A certificate giving the full qualification title:

**ProQual Level 3 Award in Assessing Competence in the Work Environment**