



# Step Up Training and Care

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Qualification Name	Level 3 Award in Assessing Competence in the Work Environment
Qualification achieved	Highfield Level 3 Award in Assessing Competence in the Work Environment (RQF) 600/3861/5

## Qualification Structure

This qualification is assessed by a portfolio of evidence, which will cover all assessment criteria contained within the units stipulated in the rules of combination for each qualification.

Before starting the course, you may be required to provide previous achievements or recognition of prior learning. This helps reduce the amount of time spent to prepare for the course.

This qualification requires an observation of the learner in practice and this observation cannot be carried out remotely. We can assist a learner in finding candidates to demonstrate their skills for the observation if they require it. You will need to assess two learners in a work environment.

The Level 3 Award in Assessing Competence in the Work Environment (RQF) is for practitioners who assess the demonstration of competence in a work environment using the following assessment methods: observation, examining work products, oral questioning and discussion, use of others (e.g. witnesses), learner statements and Recognition of Prior Learning (RPL).

## Qualification Duration

Qualification duration for award in UIQA's is 90 hours, of which we recommend 54 guided learning hours.

This equates to approximately a 6-month timescale but is dependent on a learner being engaged in their studies, submitting evidence to match the learning criteria usually on a weekly basis to your personal assessor.

## Costs

This course is £400

50% is payable at point of enrolment with the remaining 50% payable upon completion of the qualification.

## Who can enrol for this course?

There are no other prerequisites for these qualifications. Although it is advised that learners already hold a level 2 qualification.

### Entry requirements

Must be 19+.

It is recommended that learners hold one of the following qualifications prior to enrolling:

- A1 Assess candidate performance using range of methods
- D32/D33 assess candidates performance/assess candidates using a different range of methods

This qualification also requires internal quality assurers to show current evidence of continuing professional development in assessment and quality assurance.

### Who is this qualification suitable for?

This qualification is intended for assessors who assess occupational competence in an individual's work environment. It includes the following assessment methods (although not all of these require performance evidence):

- observation of performance in the work environment
- use of others (witness testimony)
- examining products of work
- questioning the learner
- discussing with the learner
- looking at learner statements
- recognising prior learning.

The objective of the qualification is to support a role in the workplace

This is the most comprehensive assessing qualification and would allow you to assess Diplomas, apprenticeships and any other regulated training in your subject area. Completing this qualification will allow you to start a career as a qualified assessor working at a college or Further Education setting, a training provider or as a freelance assessor.

Typical Learners who enrol on this course are:

- individuals who are not in an assessor's role, or who have just started their journey as an assessor in the further education and skills sector / private sector
- individuals who are interested in knowing more about assessment or who need to know about assessment practice as part of their role
- individuals who want a short qualification to enable them to make career choices
- individuals who are not currently practicing e.g. a starting point for aspiring assessors or a professional development qualification for managers, HR or quality assurance personnel
- individuals who are carrying out assessments and quality assurance in most learning environments including FE, Adult Continuing Learning, Employers and Third Sector
- individuals who are carrying out quality assurance in all occupational sectors
- individuals working in accredited learning OR non accredited learning (where people may assess performance but do not assess for a qualification); the NQF and the RQF
- individuals who have already achieved some Education & Training or Learning & Development units that can be carried forward into this qualification
- individuals who have completed some introduction to training qualifications

### Certification

Upon successful completion of these qualifications, you will be issued with a hard copy of your certificates

### Enrolment

Full details of how to enrol on these qualifications can be found on our website, under the section Enrolment.

### Module Content

Highfield Level 3 Award in Assessing Competence in the Work Environment (RQF) Learners are required to successfully complete two mandatory units totalling 9 credits:

**Mandatory Units:**

- Understanding the principles and practices of assessment (Credit Value 3)
- Assess occupational competence in the work environment (Credit Value 6)