

Qualification Specification

OCNLR Level 3 Award in Undertaking Apprenticeship Assessment

OCN London Qualification Specification

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Qualification No: 610/6666/7

OCN London aims to support learning and widening opportunities by recognising achievement through credit-based courses and qualifications, promoting high standards of excellence and inclusiveness. We are proud of our long-term role and unique history in providing innovative learning solutions for a wide range of learners and particularly those who have not previously benefitted from education.

At the heart of what OCN London offers is:

- a commitment to inclusive credit-based learning;
- the creative use of credit with responsive, demand-led qualification development;
- high quality service and support;
- respect for and encouragement of diversity – in learners and learning approaches, partners and settings;
- the development of people, capacity and resources that will ensure effective business partnerships.

To navigate within this Qualification Guide

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General Information

This qualification guide contains details of everything you need to know about the **OCNLR Level 3 Award in Undertaking Assessment**. The guide covers important aspects of assessment and moderation that are particular to the qualification. Centres wishing to offer this qualification should ensure they meet all the requirements outlined in this document. The guide should be used by all involved in the delivery and assessment of the qualification. The Account Manager for your Centre will provide support and advice on how to seek approval to offer the qualification.

If you are not yet an OCN London Approved Centre but wish to use this qualification, then please contact us on enquiries@ocnlondon.org.uk for details of the Centre Approval application process.

Qualification Regulation and Support

The **OCNLR Level 3 Award in Undertaking Apprenticeship Assessment** is regulated by Ofqual and sits on the Regulated Qualifications Framework (RQF).

Qualification details – Key Facts

Level 3 Award

- Qualification Number: 610/6666/7
- Qualification credit value: 6
- Operational start date: 11/11/2025
- Review date: 11/11/2027
- Assessment Method: Portfolio of Evidence
- Total Qualification Time (TQT): 60
- Guided Learning Hours (GLH): 24
- Assessment requirements: internally assessed, internally and externally moderated

Qualification Overview and Objective

The objective of this qualification is to support individuals who wish to work as Apprenticeship assessors (AA) in apprenticeship standards. The qualification provides learners with the knowledge and skills required to undertake Apprenticeship assessment processes effectively.

This qualification covers assessment methods commonly used in apprenticeship standards, including:

- Knowledge Tests
- Professional Discussions
- Practical Observations
- Work Projects

Entry Requirements

This qualification is suitable for learners aged 18+. To undertake this qualification, learners must:

- Be at least 18 years old.
- Have relevant sector experience in the field they intend to assess.
- It is recommended (but not required) that learners hold a Level 2 qualification in Literacy and Numeracy.

Geographical Coverage

This qualification is available for delivery in England.

Centre Requirements

Centres delivering this qualification must have:

- High-quality teaching and learning resources.
- Access to apprenticeship standards and assessment plans.
- Suitable training environments.
- The ability to conduct mock Apprenticeship assessments in a workplace or simulated environment.

Assessment and Moderation

Assessor Requirements

Assessors must:

- Have proven experience in competency-based assessments.
- Hold a recognised assessor qualification, such as:
 - Level 3 Award in Assessing Competence in the Work Environment
 - Level 3 Certificate in Assessing Vocational Achievement
 - A1 or D32/D33 Assessor Awards
- Have a clear understanding of Apprenticeship assessment processes.
- Maintain continued professional development (CPD).

Internal Quality Assurance (IQA) Requirements

Internal quality assurers (IQA) must:

- Have experience in quality assuring competency-based qualifications.
- Hold a recognised Internal Quality Assurance qualification, such as:
 - Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice
 - Level 4 Certificate in Leading Internal Quality Assurance of Assessment Processes
 - V1/D34 Internal Verifier Awards
- Have a clear understanding of Apprenticeship assessment requirements.
- Maintain appropriate CPD.

Reasonable Adjustments and Special Considerations

Centres must provide reasonable adjustments for learners who require additional support. Please refer to OCN London's Reasonable Adjustments Policy.

Identification (ID) Requirements

Learners must present valid ID before assessment. Acceptable forms of ID include:

- Passport
- Photographic Driver's Licence
- Employer/Student ID Card

Progression Opportunities

Learners who successfully complete this qualification may progress to:

- Level 3 Certificate in Assessing Vocational Achievement
- Level 4 Award in Internal Quality Assurance of Assessment
- Level 4 Certificate in Leading Internal Quality Assurance

Structure of the qualification

Rules of combination for achievement

The **OCNLR Level 3 Award in Undertaking Apprenticeship Assessment qualification** comprises of two mandatory units. Learners must achieve 6 credits in total.

Qualification units

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
L/651/8373	GB1/3/LQ/021	Understanding End Point Assessment	3	3	12
M/651/8374	GB1/3/LQ/022	Planning and Conducting Apprenticeship Assessment	3	3	12

Appendix: Qualification Content

Unit: The Principles and Practices of Apprenticeship Assessment

- Level: 3
- Credit: 6
- GLH: 24

Learning Outcomes and Assessment Criteria

- Explain the role and responsibilities of an AA assessor.
- Differentiate between formative and summative assessment.
- Explain grading requirements for Apprenticeship assessments.

Understand different Apprenticeship assessment methods

- Compare the strengths and limitations of assessment methods.
- Evaluate how different methods apply to various apprenticeship standards.

Plan Apprenticeship assessments

- Identify key planning considerations.
- Communicate planned assessments to stakeholders.

Conduct and justify assessment decisions

- Carry out assessments and record decisions.
- Justify decisions in line with standards and criteria.
- Ensure compliance with policies, procedures, and legislation.

Understand the quality assurance of Apprenticeship assessments

- Explain internal and external quality assurance requirements.
- Outline procedures for disputes and appeals.

Assessment Methods

- Portfolio of evidence, including:
 - Observation of performance
 - Work products
 - Professional discussion
 - Invigilated knowledge tests

Assessment Guidance and Ofqual Level Descriptors

For OCN London's Assessment Guidance and Ofqual's Level Descriptor relevant to this qualification, please click on the link below.

[Level 3 Assessment Guidance and Ofqual's Level Descriptors](#)



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