

Adaption Information

Voluntary and Community qualifications

Current Approach:

Assessments developed and internally assessed by Centres. A portfolio of evidence of assessment is produced by each learner. Learners must demonstrate achievement of all assessment criteria in order to achieve the qualification.

It is already the case that a wide variety of assessment methods may be used for the portfolio, so long as evidence meets the guidance provided within the qualification guide and the evidence is attributable to the individual learner.

Suggested Adaption Methods:

We would encourage Centres to complete assessment tasks wherever possible to ensure that evidence is 'banked' in case of further lockdowns or local restrictions. Providers are also asked to save evidence throughout the course that may be used as evidence of achievement of a learner meeting assessment criteria. This may then be used later if assessment is unable to continue as originally planned.

We also would encourage the use of digital methods to assess learners and to store evidence of achievement. Where 'face-to-face' Moderation may not take place, photographic evidence of students work may be required.

For portfolio tasks, alternative methods of assessment may be used such as witness statements of the learner completing the task in a non-assessment setting. This may be underpinned by one of the following methods of assessment:

- Oral question and answering.
- A description of how the task is completed by the learner.
- A reflective account of completing the task.

Our '[Delivering and Assessing Qualifications](#)' publication may be useful in planning assessment activities.

We publish a variety of templates on our [Info Hub](#), which you may find useful.

Previously Approved Adaptions:

No adaptions have been applied for in this sector, however the following adaption from the 'Youth Work' sector may be appropriate:

- Retrospective testimonies provided by line managers, in lieu of direct observation by a tutor (where Youth Clubs were closed and therefore observation could not take place).

If you would like to apply one of the previously approved adaptations, please telephone or email us and we will send you a pre-populated variation to assessment request form, which you will need to sign and return.

Other Considerations:

It is a requirement that all assessment criteria are met in order for the learner to achieve the qualification, therefore please do not attempt to adapt the assessment criterion itself. Practical tasks should not be replaced with theory based activities where the assessment criterion requires the practical task to be completed.

Special Considerations should not be used on a whole-cohort basis; special considerations apply where there is an issue relating to a specific learner.

Applying for an Adaption

Please apply to adapt an assessment in advance using the '[Request for variation to assessment method](#)' form. We are here to support you through this process. If you have any questions, please do not hesitate to contact our team who will be pleased to help. You can contact us on 0115 854 1620 or [email us](#).