

**Learner Unit Achievement Checklist**

**SEG Awards Level 3 Award in Assessing Vocationally Related Achievement**

**610/5829/4**

###### SEG Awards Level 3 Award in Assessing Vocationally Related Achievement

## Centre Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**D/601/5313 Understanding the Principles and Practices of Assessment - Mandatory Unit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain the functions of assessment in learning and development  **1.2** Define the key concepts and principles of assessment  **1.3** Explain the responsibilities of the assessor  **1.4** Identify the regulations and requirements relevant to assessment in own area |  |  |  |  |
| **2.1** Compare the strengths and limitations of a range of assessment methods with reference to the needs of individual learners |  |  |  |  |
| **3.1** Summarise key factors to consider when planning assessment  **3.2** Evaluate the benefits of using a holistic approach to assessment  **3.3** Explain how to plan a holistic approach to assessment  **3.4** Summarise the types of risks that may be involved in assessment in own area of responsibility  **3.5** Explain how to minimise risks through the planning process |  |  |  |  |
| **4.1** Explain the importance of involving the learner and others in the assessment process  **4.2** Summarise types of information that should be made available to learners and others involved in the assessment process  **4.3** Explain how peer and self-assessment can be used effectively to promote learner involvement and personal responsibility in the assessment of learning  **4.4** Explain how assessment arrangements can be adapted to meet the needs of individual learners |  |  |  |  |
| **5.1** Explain how to judge whether evidence is: Sufficient Authentic Current  **5.2** Explain how to ensure that assessment decisions are: Made against specified criteria valid Reliable Fair |  |  |  |  |
| **6.1** Evaluate the importance of quality assurance in the assessment process  **6.2** Summarise quality assurance and standardisation procedures in own area of practice  **6.3** Summarise the procedures to follow when there are disputes concerning assessment in own area of practice |  |  |  |  |
| **7.1** Explain the importance of following procedures for the management of information relating to assessment  **7.2** Explain how feedback and questioning contribute to the assessment process |  |  |  |  |
| **8.1** Explain legal issues, policies and procedures relevant to assessment, including those for confidentiality, health, safety and welfare  **8.2** Explain the contribution that technology can make to the assessment process  **8.3** Evaluate requirements for equality and diversity and, where appropriate, bilingualism in relation to assessment  **8.4** Explain the value of reflective practice and continuing professional development in the assessment process |  |  |  |  |

|  |
| --- |
| **TUTOR COMMENTS:**  **Name: Signature: Date:** |

If chosen for sampling, Internal/External Moderators must complete the following:

|  |
| --- |
| INTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |
| EXTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |

Please ensure these forms are copied and distributed to each learner.

## Centre Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**F/601/5319 Assess Vocational Skills Knowledge and Understanding - Mandatory Unit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Select methods to assess vocational skills, knowledge and understanding which address learner needs and meet assessment requirements, including: assessments of the learner in simulated environments skills tests oral and written questions assignments projects case studies recognising prior learning  **1.2** Prepare resources and conditions for the assessment of vocational skills, knowledge and understanding  **1.3** Communicate the purpose, requirements and processes of assessment of vocational skills, knowledge and understanding to learners |  |  |  |  |
| **2.1** Manage assessments of vocational skills, knowledge and understanding to meet assessment requirements  **2.2** Provide support to learners within agreed limitations  **2.3** Analyse evidence of learner achievement  **2.4** Make assessment decisions relating to vocational skills, knowledge and understanding against specified criteria  **2.5** Follow standardisation procedures  **2.6** Provide feedback to the learner that affirms achievement and identifies any further implications for learning, assessment and progression |  |  |  |  |
| **3.1** Maintain records of the assessment of vocational skills, knowledge and understanding, its outcomes and learner progress  **3.2** Make assessment information available to authorised colleagues as required  **3.3** Follow procedures to maintain the confidentiality of assessment information |  |  |  |  |
| **4.1** Follow relevant policies, procedures and legislation relating to the assessment of vocational skills, knowledge and understanding, including those for health, safety and welfare  **4.2** Apply requirements for equality and diversity and, where appropriate, bilingualism  **4.3** Evaluate own work in carrying out assessments of vocational skills, knowledge and understanding  **4.4** Take part in continuing professional development to ensure current expertise and competence in assessing vocational skills, knowledge and understanding |  |  |  |  |

|  |
| --- |
| **TUTOR COMMENTS:**  **Name: Signature: Date:** |

If chosen for sampling, Internal/External Moderators must complete the following:

|  |
| --- |
| INTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |
| EXTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |

Please ensure these forms are copied and distributed to each learner.