

## Level 3 Certificate in Assessing Candidates Using a Range of Methods (7317)

This unit is appropriate for you if your role involves:

- assessing candidates against agreed standards of competence using a range of assessment methods
- giving candidates feedback on your assessment decisions
- contributing to the internal quality assurance processes

The activities you are likely to be involved in are

- developing realistic plans for learning and assessment with candidates
- understanding assessment requirements
- planning the assessment process with candidates and the other people involved
- helping candidates to meet the agreed assessment requirements
- reviewing the candidates' level of competence and identifying what they need to do to be fully competent
- supporting candidates with different needs during your assessment
- using a variety of assessment methods
- making a record of your assessment decisions
- giving candidates feedback on their performance and reviewing their progress throughout the assessment process
- using different types of evidence to give an overall assessment of competence
- working with the other people involved in the assessment process, such as workplace supervisors and other teachers or trainers

### Mandatory Units

A1.1	Develop plans for assessing competence with candidates
A1.2	Judge evidence against criteria to make assessment decisions
A1.3	Provide feedback and support to candidates on assessment decisions
A1.4	Contribute to the internal assurance process

Guided Learning Hours  
Assessment Methods

10

Time Frame: 8 months

Portfolio of Evidence, Practical Demonstration

#### Scope

This unit covers assessing of candidates by using different assessment methods. These include

- watching candidates perform in the workplace
- asking candidates questions
- taking account of past experiences and achievements
- setting tests
- setting projects and tasks
- arranging simulations
- assessing the candidate's report of their work
- using evidence from other people, including peers and witnesses

It should be made clear that the award is based on **actual work-based performance**, so activity will be judged, as well as the products produced, from work. **Performance of real work activities in the real working environment is what is required; this means that NONE** of the performance against the standards may be simulated.

For further information or an application form call UK Training & Development on: 01442 230130 or email [marketing@uktd.co.uk](mailto:marketing@uktd.co.uk) Or apply online at [www.uktd.co.uk](http://www.uktd.co.uk)

