



Step Up

Training and Care

From Training to Caring, we deliver excellence

Qualification Name	Level 3 Certificate in Assessing Vocational Achievement
Qualification achieved	Highfield Level 3 Certificate in Assessing Vocational Achievement (RQF) 600/3871/8

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.

To complete the qualification, you must have access to two learners who you assess in the classroom and in the workplace. You can use different learners for the classroom and workplace assessments. We can assist in finding suitable learners to assess if you require it.

Assessment Methods:

Unit 1: a variety of writing assignments and submit them

Unit 2: assessment needs to be taken in a workplace, basically evaluating learners' work, professional discussions with audio-video evidence.

Unit 3: you need to be evaluated through your delivered work items and audio-video evidence after you assess learners in a training environment.

Video Assessment: Including observation, questioning/professional discussion, and inspection of supporting work product evidence needs to be planned to 15-30 mins.

Qualification Duration

Qualification duration for award is 154 hours, of which we recommend 84 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+. You should be PC literature and willing to learn new skills.

Who is this qualification suitable for?

This qualification is intended for those who assess both occupational competence in the work environment and vocational skills, knowledge and understanding in a workshop, classroom or other training environment other than assessing competence in a work environment.

There must be evidence to cover all of the assessment methods listed in the units.

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

By the end of this course, you will be ready for a career in evaluating vocational competencies for a range of qualifications, such as apprenticeships, functional skills, teaching certificates, NVQs, awards, certificates and diplomas

Typical Learners who enrol on this course are

- Someone who is looking to work in the Further/Adult Education and Training sector as a tutor/assessor. You will use your sector/subject experience and qualifications to assess those undertaking formal qualifications.
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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 Certificate in Assessing Vocational Achievement (RQF)

Learners are required to complete three mandatory units totalling 15 credits:

Mandatory Units

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