



Level 3 Award in Assessing Competence in the Work Environment

Dates: 01/08/2025

Locations: Online

If you are interested in becoming qualified assessor then this is the course for you. Work at your own pace. Once qualified you may be able to work for a college, training provider or work as a freelancer. As a qualified assessor, you will be able to assess learners in colleges and /or in the workplace. This accredited qualification is a knowledge-based and practical qualification, designed for those who want to learn assessing competence in the work place but also to be more understanding of the practices and principles of assessment. The course is suitable for anyone who is responsible for assessing progress in the work environment.*The course start dates are flexible throughout the year. This can be discussed at interview.

Entry Requirements

This is a Level 3 course, therefore, learners will need to have English Level 2 writing, speaking and Listening skills and Maths Level 2 or GCSE English or Maths to undertake this qualification. Additionally, you should have good digital IT skills. You must also have occupational competence in the area you plan to assess i.e. experience. You will also need access to two candidates to assess as this is a practical qualification. You will need to have an interview with the Team before you are enrolled. Please note - The length of time to complete this course will depend upon your experience and if you have candidates in place ready to be assessed. Unit one can be completed in 3 months. Unit two may take longer e.g., 6 - 9 months.

What topics does the course cover?

It will cover all aspects of the assessment process: What is Assessment, what is Evidence, Evidence Terms, The Assessor role and responsibilities, Planning Assessments, Evidence collection and assessment, Types of evidence and assessment, Holistic Assessment, Risks Involved in assessment procedure, Contribution of technology, Internal and External Verification. There are 2 units in the qualification: Unit 1 Understanding the principles and practices of assessment (theory unit) Unit 2 Assess occupational competence in the work environment (practical unit)

How will I be taught and assessed?

This course is blended learning with on-line learning through Teams and some classroom activities where possible. You will gain the knowledge by attending the on-line sessions and then apply the skills in the vocational context in which you are assessing.

You will produce an e-portfolio of evidence that proves your ability and competence. You will also be assessed on your competency by having direct observation and professional discussion with an experienced and qualified assessor. Unit 1 is assessed through 5 written assignments. Unit 2 is assessed through practical observation and evidence of you assessing 2 candidates in their work environment.

Are there any other costs or equipment I need to get?

This course is usually full cost which means you may need to pay a fees for this qualification. This will be dependent on your personal circumstances and will be discussed at enrolment. You will need access to a home computer or laptop and a reliable internet source. Using a memory stick to store information can be advantageous. Note: The cost stated for this course is for candidates working in London and the home counties. If you work outside of this area, please enquire, as it would incur additional charges.

By the end of the course what should I be able to do?

This qualification provides you with the knowledge, understanding and skills to carry out assessments in a work environment. Roles this qualification will prepare you for: Training / Assessor roles. You will have working knowledge of the legislation, policies and procedures that are required by the OFSTED inspection. The course will have developed your ICT and research skills.

What are the progression opportunities following this course?

This qualification can lead to progression on to the Level 4 Internal Quality Assurance qualifications (Award / Certificate)