Open Awards Level 3

Assessment Suite

Open Awards Level 3 Award in Understanding the Principles and Practices of Assessment (RQF) (600/4659/4)

Open Awards Level 3 Award in Assessing Competence in the Work Environment (RQF) (600/4647/8)

Open Awards Level 3 Award in Assessing Vocationally Related Achievement (RQF) (600/4651/X)

Open Awards Level 3 Certificate in Assessing Vocational Achievement (RQF) (600/4648/X)

Contents

Version Control	
1.0	New document

About the Qualification

Title	Open Awards Level 3 Award in Understanding the Principles and Practices of Assessment (RQF)	600/4659/4
	Open Awards Level 3 Award in Assessing Competence in the Work Environment (RQF)	600/4647/8
	Open Awards Level 3 Award in Assessing Vocationally Related Achievement (RQF)	600/4651/X
	Open Awards Level 3 Certificate in Assessing Vocational Achievement (RQF)	600/4648/X
Sector	13.1 Teaching and Lecturing	
Level	Level Three	
Funding	[Please click here for more information](#)	
Pricing Information	[Please click here for more information](#)	
Review Date	31/08/2028	

Award in Understanding the Principles and Practices of Assessment (RQF)	
Purpose	B – Prepare for Further Learning or Training and/or Develop Knowledge and/or Skills in a Subject Area
Sub-Purpose	B2 – Develop Knowledge and/or Skills in a Subject Area

Award in Assessing Competence in the Work Environment (RQF) Award in Assessing Vocationally Related Achievement (RQF) Certificate in Assessing Vocational Achievement (RQF)	
Purpose	D – Confirm Occupational Competence and/or License to Practice
Sub-Purpose	D1 – Confirm Competence in an Occupational Role to the Standards Required

Total Qualification Time/Guided Learning		
Open Awards Level 3 Award in Understanding the Principles and Practices of Assessment (RQF)	Total Qualification Time (hours)	30
	Guided Learning (hours)	24
Open Awards Level 3 Award in Assessing Competence in the Work Environment (RQF)	Total Qualification Time (hours)	90
	Guided Learning (hours)	54

Open Awards Level 3 Award in Assessing Vocationally Related Achievement (RQF)	Total Qualification Time (hours)	90
	Guided Learning (hours)	54
Open Awards Level 3 Certificate in Assessing Vocational Achievement (RQF)	Total Qualification Time (hours)	150
	Guided Learning (hours)	84

Age Range and Restrictions	
Pre -16	x
16 – 18	x
18+	✓
Any other restrictions specific to the qualification(s)	None

Any Specified Entry Requirements

Although no formal qualifications are required on entry, all learners joining this qualification programme should undertake an initial assessment of skills in English, mathematics and ICT. They should record their development needs and, where applicable, agree an action plan to address them. If trainees join the qualification programme having already undertaken an initial assessment of their English, mathematics and ICT skills, their record of development needs and any previous action taken to address them should be reviewed and updated as required.

There are no other nationally agreed entry requirements.

Recommended Assessment Method Summary

Learners will be required to complete a portfolio of evidence.

You will complete a portfolio of evidence which could include a range of evidence including assignments, witness testimonies, professional discussions and reflective journals.

Some of the units require that you are assessed within the workplace – simulation will not be allowed. Details of this can be found on the individual unit content.

Qualification Structure

Rules of Combination

Award in Understanding the Principles and Practices of Assessment	
Credit Value of the Qualification	3
Minimum Credits to be achieved at the Level of the Qualification	3
Mandatory Units A	3
Award in Assessing Competence in the Working Environment	
Credit Value of the Qualification	9
Minimum Credits to be achieved at the Level of the Qualification	9
Mandatory Units A	9
Award in Assessing Vocationally Related Achievement	
Credit Value of the Qualification	9
Minimum Credits to be achieved at the Level of the Qualification	9
Mandatory Units A	9
Certificate in Assessing Vocational Achievement	
Credit Value of the Qualification	15
Minimum Credits to be achieved at the Level of the Qualification	15
Mandatory Units A	15

Qualification Units

Award in Understanding the Principles and Practices of Assessment

Mandatory Units Group A

Unit Reference Number	Unit Name	Credits	Level
J/615/5372	Understanding the Principles and Practices of Assessment	3	Three (3)

Award in Assessing Competence in the Working Environment

Mandatory Units Group A

Unit Reference Number	Unit Name	Credits	Level
J/615/5372	Understanding the Principles and Practices of Assessment	3	Three (3)
R/615/5374	Assess Occupational Competence in the Work Environment	6	Three (3)

Award in Assessing Vocationally Related Achievement

Mandatory Units Group A

Unit Reference Number	Unit Name	Credits	Level
J/615/5372	Understanding the Principles and Practices of Assessment	3	Three (3)
J/507/8993	Assess Vocational Skills, Knowledge and Understanding	6	Three (3)

Certificate in Assessing Vocationally Related Achievement

Mandatory Units Group A

Unit Reference Number	Unit Name	Credits	Level
J/615/5372	Understanding the Principles and Practices of Assessment	3	Three (3)
R/615/5374	Assess Occupational Competence in the Work Environment	6	Three (3)
J/507/8993	Assess Vocational Skills, Knowledge and Understanding	6	Three (3)

Delivering this Qualification

Becoming a Provider

To deliver this qualification you must be a recognised Open Awards Provider. For more information, head to our [website](#) or contact the team on 0151 494 2072.

How to Deliver

To request to deliver this qualification, please login to [the Portal](#) and then click on 'Tracking' and 'Initiate a Workflow'. You will then need to select 'Apply to Deliver Regulated Qualification(s)'.

For support with this process, please see the following document in the Portal 'Provider Portal Guidance – Qualification Approval' or contact the team on customerservices@openawards.org.uk or 0151 494 2072.

For this qualification, Providers must submit a delivery and assessment plan for Open Awards to pre-verify delivery and assessment arrangements before the Provider starts to deliver the qualification.

Registering Learners

Once you are ready to deliver this qualification, you will need to register your learners in line with the timescales below:

Short courses (15 weeks or less) within 25 working days of the course start date. Long courses (over 15 weeks) within 60 working days of the course start date.

You will need to register your learners via [the Portal.](#)

Quality Assurance and Standardisation

Delivery of this qualification must be done so in accordance with Ofqual regulatory guidelines and in line with Open Awards' quality assurance processes. Template forms and guidance documents are available via the Open Awards portal.

Provider Staff Requirements

Centres are responsible for ensuring that their staff are suitably skilled and experienced. Tutors/ assessors and internal quality assurance (IQA) staff must have relevant occupational knowledge and/or occupational competence at the same level or higher as the units being delivered.

All those who assess these qualifications must:

- Already hold the qualification they are assessing (or a recognised equivalent) and have successfully assessed learners for other qualifications (if assessing quality assurance roles, they must have experience as a qualified quality assurance practitioner of carrying out internal or external quality assurance of qualifications for a minimum of two assessors);
- Have up-to-date working knowledge and experience of best practice in assessment and quality assurance;
- Hold one of the following qualifications or their recognised equivalent: Level 3 Award in Assessing Competence in the Work Environment (QCF); or Level 3 Certificate in Assessing Vocational Achievement (QCF); or A1 Assess candidate performance using a range of methods; or D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence; and
- Show current evidence of continuing professional development in assessment and quality assurance.

Although not mandatory, best practice would be for Assessors to hold the relevant D32/D33/A1/AQA unit(s) and Level 4 Certificate in Education or Training. Likewise, best practice would be for Internal Verifiers to hold the relevant D34/V1/IQA unit(s).

Providers are responsible for ensuring that their staff are occupationally competent and have access to appropriate training and support. They are also responsible for notifying Open Awards of staff changes.

Assessment

Open Awards units and qualifications have been designed around the principle that the learner will build evidence towards the achievement of the assessment criteria over a period of time. Each learner is required to build a portfolio of evidence to demonstrate that all the assessment criteria associated with each unit has been met.

Tutors and assessors need to ensure that all evidence presented in a portfolio is:

Valid: it should clearly demonstrate the knowledge or skills that are set out in the assessment criteria. It should also clearly be the work of the learner.

Reliable: it will in general, produce the same range of responses from learners, as long as they are used in similar circumstances and with similar groups of learners.

Inclusive: so that no individual learner is excluded from the opportunity to show their achievement because of their individual background or experience.

Assessors are required to review and assess all learner evidence and must be satisfied that learners have achieved all learning outcomes and assessment criteria relating to the unit being assessed prior to deciding the learner has completed the unit. Assessors will also ensure that the evidence produced by the learner is their own work.

Assessors retain records (e.g. Feedback Sheets, Individual Progress Record, Group Progress Record) on behalf of the Provider which are made available and used by the Provider's Internal Quality Assurer and Open Awards' Quality Assurance Team.

Training and support

Open Awards offers a variety of training and support to Providers. Our online training and support is free of charge and can be accessed on the following link ehttps://oalearn.org.uk/shop. An everlasting coupon (PLUC code) will be issued to each Provider to gain free access to these resources.

Internal Quality Assurance (IQA)

All Providers delivering Open Awards provision must operate rigorous internal quality assurance systems. A Provider must identify how they will internally quality assure and standardise their delivery and assessment before delivering a course.

External Quality Assurance (EQA)

Provider approval, compliance monitoring and external quality assurance is carried out by the Open Awards Quality Assurance Team/ External Quality Assurers who will confirm that the Provider is assessing to standard and ensure that there are robust internal quality assurance systems embedded.

Standardisation

There will be no need for external standardisation of this qualification as there is only one Provider offering it. However, the maintenance of assessment standards will be monitored through quality assurance activity (e.g. compliance and EQA).

For further guidance on Quality Assurance and Standardisation, please refer to the [Provider Handbook.](#)

Recognition of Prior Learning and Achievement (RPL)

RPL is a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they may already possess. Evidence of learning must be sufficient, reliable and valid.

It is the responsibility of the Provider to inform Open Awards at registration of any exemptions and/or equivalences for which a claim may be made. These claims will be subject to external quality assurance by the Open Awards Quality Assurance Team.

For more information, please see our Recognition of Prior Learning Policy found on [the Portal](#).

Appendices and Links

The following documents can be viewed on the Open Awards [website](#):

1. Provider Handbook
2. Enquiries, Complaints and Appeals Policy
3. Equality and Diversity Policy
4. Invoicing Policy
5. Privacy Policy

Further supporting information can be found on the Open Awards Portal.

Open Awards

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