

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Assess Occupational Competence in the Work Environment

Unit Reference Number: R/615/5374

Level: Three (3)

Credit Value: Six (6)

Minimum Guided Learning Hours: 30

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Be able to plan the assessment of occupational competence	1.1 Plan assessment of occupational competence based on the following methods: <ul style="list-style-type: none"> a) Observation of performance in the work environment b) Examining products of work c) Questioning the learner d) Discussing with the learner e) Use of others (witness testimony) f) Looking at learner statements g) Recognising prior learning
	1.2 Communicate the purpose, requirements and processes of assessing occupational competence to the learner
	1.3 Plan the assessment of occupational competence to address learner needs and current achievements
	1.4 Identify opportunities for holistic assessment

<p>2. Be able to make assessment decisions about occupational competence</p>	<p>2.1 Use valid, fair and reliable assessment methods including:</p> <ul style="list-style-type: none"> a) Observation of performance b) Examining products of work c) Questioning the learner d) Discussing with the learner e) Use of others (witness testimony) f) Looking at learner statements g) Recognising prior learning <hr/> <p>2.2 Make assessment decisions of occupational competence against specified criteria</p> <hr/> <p>2.3 Follow standardisation procedures</p> <hr/> <p>2.4 Provide feedback to learners that affirms achievement and identifies any further implications for learning, assessment and progression</p>
<p>3. Be able to provide required information following the assessment of occupational competence</p>	<p>3.1 Maintain records of the assessment of occupational competence, its outcomes and learner progress</p> <hr/> <p>3.2 Make assessment information available to authorised colleagues</p> <hr/> <p>3.3 Follow procedures to maintain the confidentiality of assessment information</p>
<p>4. Be able to maintain legal and good practice requirements when assessing occupational competence</p>	<p>4.1 Follow relevant policies, procedures and legislation for the assessment of occupational competence, including those for health, safety and welfare</p> <hr/> <p>4.2 Apply requirements for equality and diversity and, where appropriate, bilingualism, when assessing occupational competence</p> <hr/> <p>4.3 Evaluate own work in carrying out assessments of occupational assessments</p> <hr/> <p>4.4 Maintain the currency of own expertise and competence as relevant to own role in assessing occupational competence</p>

Assessment Requirements

All learning outcomes in this unit must be assessed using methods appropriate to the candidate's performance. Evidence must come from the candidate's performance in the work environment. These must include:

- Observation of performance
- Examining products of work
- Questioning

Stimulations are not allowed but direct evidence may be supplemented by discussion, reflective accounts or witness testimony.