

City & Guilds - Level 3 Training Assessment and Quality Assurance

The course duration is 1 day delivery for tutor, candidates need to source and complete their own assessments in their own time. They have 12 months to complete all work and assessments.

This qualification is for people working in or looking to work in assessment and internal quality.

This qualification is open to people carrying out assessments and quality assurance in most learning environments including FE, Adult Continuing Learning, Employers and the Third Sector. They are designed for anyone assessing in all occupational sectors, accredited learning and non-accredited learning qualifications

As part of the process, delegates will be required to conduct a skills scan about the skills and knowledge they may already have, and decide how this can be used towards their qualification. This process may be conducted in person at the beginning of the program

The City and Guilds Level 3 qualification provides routes for learners to understand assessment and if required, qualify as an assessor. Learners who wish to achieve these units could be assessing competence or non-competence based learning, knowledge or skills.

Each qualification is made up of a number of units. Each unit covers a different activity so learners can build up to the full qualification unit by unit. There are three different types of units:

Unit 301 is a knowledge-based unit - where learners have to show they have the required knowledge and understanding

Unit 302 is a performance-based unit - where learners have to demonstrate your competence to assess occupational competence

Unit 303 is assessing vocational skills, knowledge and understanding

Instructions

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There are no pre-requisites to attending for this course – skills scan does need to be done prior but we will do this with you.

We will help you to identify which units are best suited to your own needs and then provide expert advice and guidance to achieve your qualification. You will be allocated a dedicated assessor who will be the person you will have the most contact with as you work towards your qualification.

Your assessor will:

- help you identify any training you need
- agree an assessment plan with you
- help you plan and organise your development
- help you to identify sources of evidence
- observe you carrying out your job in the workplace
- ask you questions about the work you do
- make assessment decisions about the work you submit – both evidence and assignment(s)
- judge when you have met the requirements of the qualification
- give you feedback about your evidence and assignment(s).

Your assessor will explain the different types of activities and evidence to you in more detail during the delivery of the underpinning knowledge element, including individually as you progress.

As part of your qualification, your assessor will guide you in how to put together your work. This will form a portfolio of evidence of your achievement, but it will only contain the evidence which you need to produce to satisfy the requirements of City and Guilds.

Your portfolio will contain your initial assessment, assessment plans, assessment records and the decisions and feedback from your assessor. It will also contain details of the location of your evidence and work so there is an audit trail which can be followed by others (such as the Internal and External Quality Assurers) who will want to sample the work

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