



Learning and Development

and

Internal Verification Qualifications

Workplace Assessment/Internal Verification:

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PDA in Workplace Assessment Using Direct Methods (L&D9D)

The Professional Development Award (PDA) in Workplace Assessment Using Direct Methods at SCQF level 7 develops knowledge and skills in preparing for, planning and carrying out assessment of individuals in the workplace using observation and, if applicable, asking questions and/or examining the work product created during the observation. Upon successful completion of this PDA, candidates will be able to assess SVQs (or individual SVQ Units), other workplace qualifications and in-company standards that only require direct assessment methods.

The PDA consists of **one mandatory** Unit:

- Assess Workplace Competence using Direct Methods — FD40 04

Who is the qualification suitable for?

The PDA in Workplace Assessment Using Direct Methods is intended for assessors who assess in the workplace using the following methods:

- observation of performance
- examining products of work created during the observation
- questioning the candidate

The assessor-candidate needs to have a job role that includes assessment of learners in the learner's place of work.

How will the qualification be assessed?

All knowledge requirements in this PDA must be met using assessment methods appropriate to the assessment of knowledge and understanding, eg paper based, e-assessment, and there must be performance evidence of carrying out assessment by observing performance in the workplace plus examining products of work or questioning the candidate.

The candidate's performance as an assessor must be observed. Simulation of assessment is not allowed.

PDA Workplace Assessment Using Direct and Indirect Methods (L&D9DI)

The Professional Development Award (PDA) in Workplace Assessment Using Direct and Indirect Methods at SCQF level 8 will develop knowledge and skills in preparing for, planning and carrying out assessment of individuals in the workplace. Assessor-candidates will use the following direct methods — observation, examination of work products (both created and not created at the time of observation), and questioning. They may also be involved in authenticating indirect evidence such as discussion with candidates, testimony of others (witnesses), examination of candidate statements, assessment of candidates in simulated environments, recognition of prior learning (RPL), otherwise known as the accreditation of prior achievement (APA).

The PDA consists of **one mandatory** Unit:

- Assess Workplace Competence using Direct and Indirect Methods — FD41 04

Who is the qualification suitable for?

The PDA in Workplace Assessment Using Direct and Indirect Methods is intended for assessors who assess in the workplace using observation of performance and at least three other methods. The assessor-candidate needs to have a job role that includes assessment of learners in the learner's place of work.

How will the qualification be assessed?

The assessor-candidate's knowledge will be assessed by a professional discussion with their assessor or answering questions (either written or oral) or providing a statement of how and why they carried out certain activities, or a combination of these. Performance evidence of carrying out assessment in the workplace plus at least three other methods must also be provided. Each assessment should cover the full assessment cycle.

The assessor-candidate's performance must be observed. Simulation of assessment is not allowed.

PDA in Internal Verification of Workplace Assessment (L&D11)

The Professional Development Award (PDA) in Internal Verification of Workplace Assessment at SCQF level 8 will develop knowledge and skills in monitoring assessment processes and decisions within an organisation and helping to maintain and improve the quality of workplace assessment.

The internal quality assurance process being conducted by the verifier-candidate can be for SVQs, work based qualifications or in-company standards.

The PDA consists of **one mandatory** Unit:

- Internally Monitor and Maintain the Quality of Workplace Assessment - FD43 04

Who is the qualification suitable for?

The PDA in Internal Verification of Workplace Assessment is suitable for candidates who are in a job role that includes:

- monitoring assessment processes and decisions in an organisation
- helping to maintain and improve the quality of workplace assessment.

How will the qualification be assessed?

Knowledge requirements will be assessed by a professional discussion with the verifier-candidate's assessor, answering questions (written or oral), verifier-candidate statement or a combination of these. Performance evidence of monitoring and maintaining the quality of assessment, will also be required.

The verifier-candidate's performance must be observed. Simulation of verification practice is not allowed.

PDA in Conduct the Assessment Process (GF8P 48)

You will gain this Unit by providing evidence of your competence as a practising assessor. This evidence could be generated in a variety of non-workplace assessment contexts, for example assessing candidates for a First Aid Certificate in a simulated environment, assessing PC Passport in an open access centre, or assessing Units in a classroom environment.

The PDA consists of **one mandatory** Unit:

- Conduct the Assessment Process - H290 35

Who is the qualification suitable for?

This Unit is for assessor-candidates who are assessing learners in a classroom or other off-job training environments such as training centres and workshops.

How will the qualification be assessed?

The assessor-candidate will be required to carry out each of the following tasks:

Task 1: Agree assessment arrangements with candidates

This will include:

- Agreeing assessment arrangements with candidates
- Explaining how to formulate assessment arrangements covering situations that occur infrequently

Task 2: Conduct assessment with candidates

This will include:

- Conducting assessment with candidates
- Explaining the benefits and drawbacks of a range of assessment methods
- Explaining how issues might be dealt with if they arose during the assessment process, e.g. disagreements and disputes, special assessment requirements

Task 3: Review evidence and communicate assessment decisions to candidates

This will include:

- Conducting evidence reviews and providing feedback to candidates
- Providing feedback to candidates that is constructive and supportive
- Explaining how feedback might be delivered when there are shortfalls in evidence

Task 4: Contribute and conform to internal quality assurance requirements

This will include:

- Gaining testimonial evidence of having met internal quality assurance requirements
- Providing evidence of working with others to help standardise assessment practice

PDA in Conduct the Internal Verification Process (GF8R 48)

You will gain this Unit by providing evidence of your competence as a practising internal verifier. This evidence can be generated by verifying evidence that has been assessed in a variety of non-workplace assessment contexts, for example assessing candidates for a First Aid Certificate in a simulated environment, assessing PC Passport in an open access centre, or assessing Units in a classroom environment.

The PDA consists of **one mandatory** Unit:

- Conduct the Internal Verification Process - H291 35

Who is the qualification suitable for?

This Unit is for verifier-candidates who are internally verifying the assessment processes and practice in a classroom or other off-job training environments such as training centres and workshops.

How will the qualification be assessed?

The verifier-candidate will be required to carry out each of the following tasks:

Task 1: Prepare to internally verify the assessment process

This will include:

- Confirming that assessors have all of the required information for their role
- Explaining the approach taken in establishing if assessors have all of the required information

Task 2: Arrange and conduct internal verification of the assessment process

This will include:

- Making arrangements for monitoring assessor practice and sampling evidence
- Carrying out arranged monitoring and sampling activities, reflecting on approach and rationale
- Gaining endorsement on the standard/quality of monitoring and sampling activities performed

Task 3: Review and standardise assessment practices and procedures

This will include:

- Explaining the review process and associated centre procedures and documentation
- Taking part in standardisation events with assessors
- Explaining the system for the safe storage of information
- Explaining policies/procedures for dealing with confidentiality and appeals