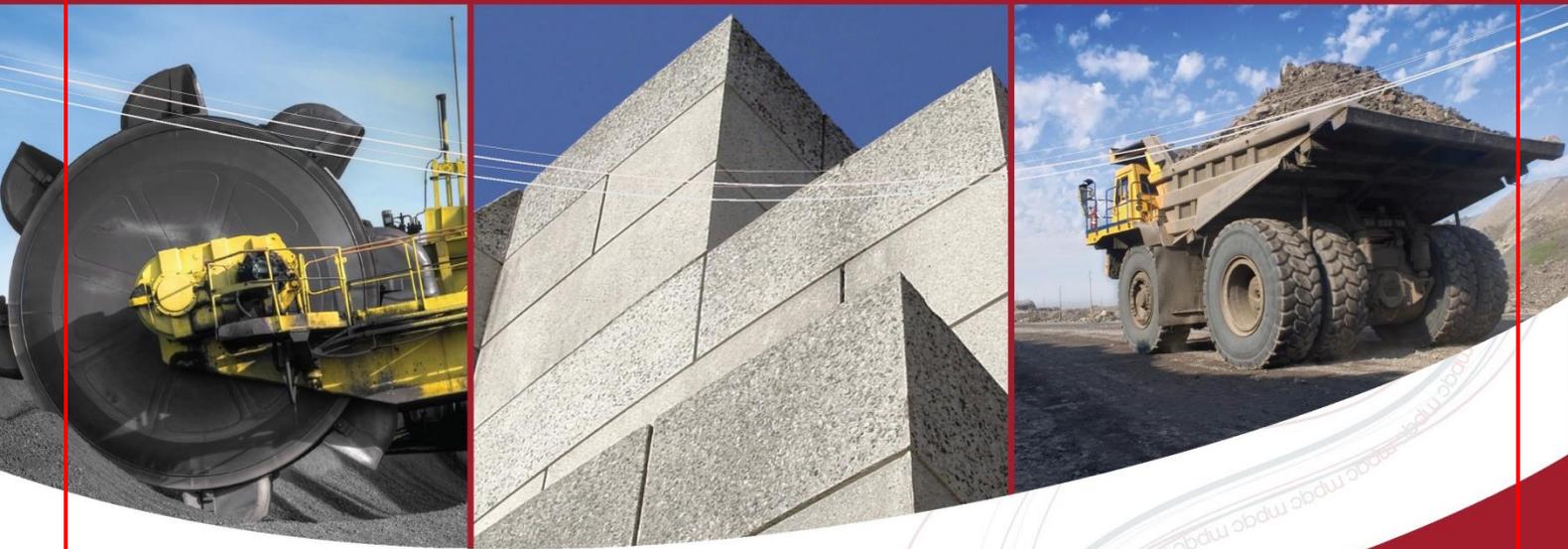




Assessment Strategy



Standard Setting Organisation

2018

**Assessment Strategy
Sector**

Extractive, Mining, Mineral Processing,
Building Products and related
Manufacturing Industries

**Qualification Title(s)
Developed by
Approved by ACG
Version**

MP Futures
27 June 2018
4

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1. Introduction

MP Futures part of MPQC is the recognised Standards Setting Organisation for the Extractive, Mining, Mineral Processing and related Manufacturing Industries.

This assessment strategy provides principles and guidance to Awarding Bodies so the assessment of units within all types of Vocational Qualifications is valid, effective and consistent, and has credibility across the Extractive, Mining, Mineral Processing, Building Products and related Manufacturing Industries:

- Scottish Vocational Qualifications [SVQs] regulated by SQA Accreditation
- Vocational Qualifications regulated by Ofqual, Qualification Wales and CCEA.
- Any other competence-based qualifications
- Qualifications based on National Occupational Standards (wholly or in part).

Awarding Bodies must consistently put the principles described in this Assessment Strategy into practice, Awarding Bodies must make this Assessment Strategy available to Assessors, Verifiers, Learners and Approved Assessment Centres.

This strategy supersedes and replaces all previous Assessment Strategies and supplementary guidance. This strategy includes the requirements that Awarding Bodies¹ must meet for the delivery of qualifications, as required by the United Kingdom Qualifications Regulators' current regulatory requirements and guidance.

These principles are in addition to the requirements that Awarding Bodies must meet for the delivery of qualifications as required by the qualification regulators' documentation.

¹Awarding Bodies also includes Awarding Organisations

2. Expertise of Assessors and Quality Assurers

The general and common requirements for expertise are specified in this section. Specific requirements for particular qualifications/qualifications/suites are included in **Table 2**.

Assessor /IV ¹ and EV ² must:		Assessor	IV	Lead IQA ³	EV
1a	Hold or be working towards the appropriate Assessor/IQA/IV and EQA/EV qualification as identified by the qualification regulators.	✓	✓	✓	✓
1b	Be able to demonstrate that they are performing to the current standards if they hold older qualifications.	✓	✓	✓	✓
1c	Refer to:				
	Table 3				
	Table 4				
	Table 5				
2	Demonstrate relevant, current and credible occupational competence ⁴ for qualifications they wish to assess.	✓			
3	Demonstrate relevant, current and credible technical operational skills, knowledge and understanding ⁵ for qualifications they wish to quality assure.		✓		
4	Demonstrate sufficient, relevant verifiable current technical awareness in the relevant functions and/or contexts, to be able to verify that learner evidence has met the National Occupational Standards and the requirements of the appropriate Awarding Organisation/Body; together with knowledge of the relevant health, safety, welfare, environmental and equality implications and requirements of the assessment process.				✓

¹ Internal Verifier includes reference to IQA (Internal Quality Assurance)

² External Verifier includes reference to EQA (External Quality Assurance)

³ Lead / Internal Verifier includes reference to Lead IQA : **Where a Centre has more than one IV they must have in place a Lead IV who will have responsibility for managing and standardising the IV arrangements**

⁴ Definition of Occupational Competence – refer to **Table 7**

⁵ Definition of technical operational skills, knowledge and understanding – refer to **Table 7**

Assessor /IV and EV must:		Assessor	IV	Lead IQA	EV
2,3 & 4	<p>The requirements 2, 3 and 4 above can be demonstrated by:</p> <ul style="list-style-type: none"> • holding the qualification they wish to assess and/or quality assure • holding an alternative nationally recognised qualification • currently carrying out the job role, at an operational level, that covers the qualification to the standards of the units they wish to assess and/or quality assure • having verifiable historical proof that they have carried out the job role at an operational level that covers the qualification to the standards of the units they wish to assess and/or quality assure, and subsequently maintain their skills and knowledge • currently are, or have in the recent past carried out a job role with operational responsibility for and technical operational skills, knowledge and understanding of the function to be quality assured, and subsequently maintain these • a combination of the above 	✓	✓		
5	Be registered with an approved Awarding Organisation/Body, meeting all their requirements for approval.	✓	✓	✓	✓
6	Be able to assess/quality assure the whole qualification. (Excludes Dimension Stone, see Table 2)	✓	✓		
7	Maintain appropriate evidence of development activities to ensure skills and knowledge of role and qualification/s are current [CPD].	✓	✓	✓	✓
8	Meet any additional requirements as specified in Table 2 .				
9	Have a sound, in-depth knowledge of, and uphold the integrity of, the sector's qualifications, NOS and the Assessment Strategy (this document).	✓	✓	✓	✓

2.1 Unqualified Assessors and Verifiers/Quality Assurers

Awarding Bodies may approve Assessors and Verifiers to deliver a qualification who have not yet achieved their assessing or verifying qualification, but who meet the other requirements, particularly for occupational competence.

All evidence from the unqualified person must be countersigned until they have achieved their qualification and presented it to the Awarding Body. If after 18 months the unqualified person has not achieved their assessing or verifying qualification then they will no longer be approved to Assess or Verify under this arrangement.

Countersigning must be based on the countersigner having evidence that the evidence presented is to the required standard.

Countersigning can only be carried out by a person nominated by the Approved Centre and approved by the Awarding Body. They must be either:

- a person already approved to deliver the qualification
- a person approved by the Awarding Body to countersign
- an Assessor for the assessing or verifying qualification with sufficient occupational competence to justify countersigning.

3. Selection and Appointment of Assessors, Verifiers/Quality Assurers and Third Party Witnesses

3.1 Assessors and Verifiers/Quality Assurers

MP Futures strongly recommends that Applicants' CVs should be profiled against the activities and range of the qualifications, units, pathways, contexts and endorsements they will assess/verify/quality assure to check that the applicant has sufficient relevant current occupational and/or technical competence, knowledge and understanding of the occupational working procedures, processes and practice as specified for the qualifications that they may be required to cover (see Section 2 above and **Table 2**):

- at, or above, the level they will be assessing/verifying/quality assuring
- of sufficient depth to credibly assess/verify /quality assure assessment decisions
- to uphold the integrity of the National Occupational Standards and appropriate Assessment Strategy for the qualification/s

All Assessors must have occupational competence.

Applicants must not assess/verify/quality assure until approved by the Awarding Body

3.2 Third Party Witnesses

Testimony from third party witnesses may be used as evidence for many qualifications, where permitted by the Awarding Body.

Third party witnesses must also be competent to make judgements about the activity/ies for which they are providing the testimony. As the assessment decision lies with the Assessor; therefore, it is their responsibility to confirm this and, where challenged, to justify their acceptance of any third party witness testimony, and the weight attributed to the testimony as evidence, to the IV. Witness testimony should only be regarded as supporting/supplementary evidence rather than primary evidence.

Evidence must be available to demonstrate the relevant competencies of the third party witness and their relationship to the Learner, which must be considered by the Assessor when judging the value of the testimony.

4. Quality Control

Awarding Bodies must be recognised by the relevant UK regulator and comply with their respective regulations. The monitoring and standardisation of assessment decisions must be achieved by robust and strong internal and external verification/quality assurance systems meeting the requirements of the qualifications Regulators. Awarding Organisations/Bodies, Centres, Assessors and Verifiers/Quality Assurers must retain robust and transparent operational arrangements. They must ensure independence in assessment, quality assurance and certification processes.

Organisations must ensure clear separation of their qualifications responsibilities from their industry, training, membership, accreditation and commercial interests, declaring and resolving any conflicts of interest. Individuals must also declare any potential conflicts of interest.

Awarding Bodies must be members of the sector's Built Environment Awarding Body Forum. Members will be expected to provide feedback on National Occupational Standards (NOS), Vocational Qualifications, including aspects informing incremental change.

4.1 Internal Verification

Refer to **Appendix 8** for recommendation to Awarding Bodies

4.2 External Verification/Quality Assurance

Awarding Bodies must carry out regular auditing, risk assessments and subsequent statistical analysis for each of the Approved Centres for which they have verification/quality assurance responsibilities. Where problems are identified through this procedure, the External Verifier/Quality Assurer will take further measures to ensure that the Approved Centre is performing to an acceptable level.

This could include, but should not be limited to:

- verifying a representative sample of Learners' work from each Assessor, covering all Assessors, and all qualifications, in the Approved Centre over an agreed period of time, including:
 - selected evidence supporting distinct units identified by the EV in response to issues raised through risk assessment
 - all evidence from all simulations
- verifying selected evidence of IV procedures identified by the EV in response to issues raised through risk assessment
- externally set banks of questions and answers that will test the presence of "essential" knowledge and understanding for selected Learners
- monitoring and standardisation of assessment decisions must be achieved by robust and strong internal and external verification systems that meet the requirements of the qualification regulators' documentation.
- additional sampling of Learner evidence

5. Evidence

An holistic approach towards the collection of evidence should be encouraged. The focus should be on assessing activities generated by the whole work experience rather than focusing on specific tasks. This would show how evidence requirements could be met across the qualification to make the most efficient use of evidence. Taken as a whole, the evidence must show that the Learner consistently meets all the learning outcomes and assessment/performance criteria across the scope/range over a period of time.

5.1 Primary Performance Evidence

See appendix 9

5.2 Supporting Evidence

See appendix 1

5.3 Simulation⁶

Sector related National Occupational Standards (NOS) have been developed by MP Futures in partnership with employers and describe the level of occupational competence required of a particular job role. NOS are then used to build Vocational Qualifications and Scottish Vocational Qualifications (VQs/SVQs) that are competence based qualifications and demand assessment in a workplace environment. Although the majority of the Learner's evidence should come from direct observations of competence in the real work place, in certain circumstances simulation of the real workplace may be allowed. Occasions where this may be approved are listed in **Table 2**.

Simulation must, as far as reasonably practicable, mirror the real workplace conditions and environment.

- a. Simulation is generally not acceptable. The exceptions to this are:
 - Dealing with emergencies
 - Dealing with accidents
 - MP Futures pre-approved, VR plant simulators, must be complimentary and not replace real work observation.
 - activities or situations which are sufficiently rare (e.g. where processes, such as a 'shut-down', may only occur on an annual basis)
 - Other procedures that cannot be practically performed in the workplace, and for which sufficient evidence cannot be collected through other means
- b. Any simulation must be approved, in advance, by the EV and clear reasons must be given for its intended use
- c. If approval is given, all Awarding Body guidance and requirements must be met.
- d. Simulation should not be the primary source of a Learner's claims for a competence-based qualification.
- e. Simulations should be supported by other forms of evidence, for example, scenarios, witness statements, and additional assessment of understanding.

5.4 E-Assessment

Where e-assessment is used, it must meet the requirements of the Regulatory Body/ies, have **prior approval** from the Awarding Body; be appropriately backed up, and must be accessible by the Awarding Body for audit purposes.

⁶ Definition: Designed situations for producing artificially generated evidence

6. Competence Qualifications incorporating or based on NOS/Vocational Qualification Units from other Sector Skills Councils/Standard Setting Organisations with Specific Assessment Requirements or Strategies

There are some qualifications that incorporate units developed by other Sector Skills Councils [SSCs] or Standard Setting Organisations [SSOs] that have specific assessment requirements.

Assessment of these units must also meet the assessment requirements/strategy of the originating organisation in full.

7. Qualifications for Knowledge and Understanding

See appendix 11

8. Assessing Learners for Occupations that by Law Require Statutory Appointments

There are certain NOS that cover occupations where statutory regulations require an individual to be appointed before they can carry out the function, for example, Blasting Operations NOS suite applying to an Explosive Supervisor in a quarry. In these cases the Learner must hold such an appointment⁷ before any assessments take place. A temporary appointment and/or an appointment requiring countersigning or approval of activities is acceptable.

⁷ Letter of Statutory Appointment issued by the Operating Company

TABLES & APPENDICES

TABLE 1

Table 1: NOS Suites covered by this Assessment Strategy [as at 1 January 2017]
Blasting Operations
Bulk Explosive Truck Operations
Drilling Operations
Dimension Stone Operations
Health Safety and Environmental Management for the Extractive and Minerals Processing Industries
Marine Aggregate Extraction
Mines Technical Operations
Mines Management
Mine Surveying
Mine Ventilation and Ground Control Engineering
Mines Rescue
Mining Operations
Plant Operations (Extractives)
Precast and Prestressed Concrete
Processing Operations for the Extractive and Minerals Processing Industries
Quarry and Processing Maintenance
Supervision of Underground Mining Operations
Surface Mineral Development
Weighbridge Operations

TABLE 2

Table 2 – Qualification Specific Requirements This Table lists the specific requirements for simulation and Assessors and IQAs/IVs in relation to competence qualifications based on the individual NOS Suites			
NOS Suites	Allowed Simulation	Specific Assessor Requirements For QA Staff Requirements ⁸ <i>refer to Table 7</i>	Special Requirements
Blasting Operations		Must show occupational competence in each unit/function, in the specific blasting contexts e.g.: <ul style="list-style-type: none"> ▪ Extractives ▪ Tunnelling ▪ Mining ▪ Standard Blasting ▪ Buffer Blasting ▪ Small Diameter Blasting Must show occupational competence is current i.e. within last 5 years.	See Appendix 9
Bulk Explosive Truck Operations		Occupational competence in Bulk Explosive Truck Operations.	
Drilling Operations		Occupational competence in Drilling Operations relating to the specific activity and environment.	
Dimension Stone Operations	Emergency procedures and situations in relation to health, safety, welfare and the environment.	Must show occupational competence in either Dimension Stone extraction and/or processing in either	

⁸ For IVs rather than occupational competence as required by Assessors; this will be recent technical operational skills, knowledge and understanding – refer to Table 7

Table 2 – Qualification Specific Requirements CONTINUED....

This Table lists the specific requirements for simulation and assessors in relation to competence qualifications based on the individual NOS Suites

NOS Suites	Allowed Simulation	Specific Assessor Requirements For QA Staff Requirements ⁸ <i>refer to Table 7</i>	Special Requirements
Safety, Health Safety and Environmental Management for the E&MPI	Emergency procedures and situations in relation to health, safety, welfare and the environment.	<p>Assessors must have Extractives Industry experience in general and will be restricted to the operational contexts:</p> <ul style="list-style-type: none"> • Mineral processing operations • Deep mine operations • Quarry operations • Open cast site operations • Quarry blasting operations • Open cast site blasting operations <p>for which they can demonstrate occupational competence.</p> <p>Must have management or supervisory health and safety and environmental occupational competence.</p> <p>Approval may be given with restrictions to specific contexts or qualifications.</p>	<p>For Learners progressing from achieving Level 4 SHE VQ qualification to Level 6 SHE VQ then the period of performance evidence will be reduced from 26 weeks to 13 weeks.</p> <p>Similarly for those progressing from Level 6 SHE VQ to Level 7 SHE VQ then the performance evidence will be reduced from 26 weeks to 13 weeks.</p>
Marine Aggregate Extraction	Emergency procedures and situations in relation to health, safety, welfare and the environment.	Must show occupational competence specifically related to marine dredging and discharge from a marine dredging vessel.	
Management of Quarry, Drilling & Blasting			The minimum performance evidence requirements for this 2 unit qualification reduced from 26 weeks to 10 weeks as this qualification concentrates on a limited number of aspects.

Table 2 – Qualification Specific Requirements CONTINUED....

This Table lists the specific requirements for simulation and assessors in relation to competence qualifications based on the individual NOS Suites

NOS Suites	Allowed Simulation	Specific Assessor Requirements For QA Staff Requirements ⁸ <i>refer to Table 7</i>	Special Requirements
Mine Ventilation and Ground Control Engineering	Safe use of fire extinguishers; organisational procedures in case of environmental incident, accident and/or fire.	Must show occupational competence specifically related to mine ground control engineering.	<p>Primary evidence of repeatable performance will usually be from works documents; products of work produced by the Learner.</p> <p>Minimum time period does not apply to individual units, however no more than 50% of the qualification units can be completed in a time frame less than the minimum required for the full qualification.</p>
Mines Management	Emergency procedures and situations in relation to health, safety, welfare and the environment.	Must show occupational competence specifically related to mine general management and/or mine engineering management.	
Mine Surveying	Safe use of fire extinguishers; organisational procedures in case of environmental incident, accident and/or fire.	Must show occupational competence and qualifications specifically related to mine surveying.	
Mining Operations	Safe use of fire extinguishers; organisational procedures in case of environmental incident, accident and/or fire.	Must have current occupational competence in mining operations.	

Table 2 – Qualification Specific Requirements CONTINUED....

This Table lists the specific requirements for simulation and assessors in relation to competence qualifications based on the individual NOS Suites

NOS Suites	Allowed Simulation	Specific Assessor Requirements For QA Staff Requirements ⁸ <i>refer to Table 7</i>	Special Requirements
Mines Rescue	Simulation is permitted for the following units: <i>Fight Underground Mine Fire</i> <i>Seal Areas Underground in Mines Rescue Operations</i> <i>Establish Ventilation for Mines Rescue</i> <i>Deal with Mine Surface Incidents</i> <i>Respond to Underground Mine Emergency</i> <i>Save and preserve Endangered Life in Mines</i> <i>Establish and Maintain a Fresh Air Base in Mines Rescue Operations</i> <i>Maintain the Surface Emergency Base in Mines Rescue Operations</i> <i>Control Activities at the Rescue Station Under Emergency Conditions in Mines Rescue Operations</i> <i>Assist in Mine Fire Fighting</i> <i>Assist in Sealing and Unsealing Mine Areas</i>	Restricted to Mines Rescue Officers only	Minimum time period does not apply to individual units, however no more than 50% of the qualification units can be completed in a time frame less than the minimum required for the full qualification.
Mines Technical Operations		Must show occupational competence at a unit level specifically related to mine mechanical and/or electrical engineering.	Must also meet SEMTA Engineering Assessment Strategy requirements.

Table 2 – Qualification Specific Requirements CONTINUED....

This Table lists the specific requirements for simulation and assessors in relation to competence qualifications based on the individual NOS Suites

NOS Suites	Allowed Simulation	Specific Assessor Requirements For QA Staff Requirements ⁸ <i>refer to Table 7</i>	Special Requirements
Plant Operations (Extractives)	Safe use of fire extinguishers; organisational procedures in case of environmental incidents, accident and/or fire.	Must show extractives related occupational competence specific to plant endorsements (refer to NOS and AO listings). Approval will be limited to specific plant endorsements.	
Precast and Prestressed Concrete	Safe use of fire extinguishers; organisational procedures in case of environmental incident, accident and/or fire.	Must show occupational competence in precast or prestressed concrete manufacturing in each function to be assessed – pathway approval permitted.	<p><i>For managerial qualifications only,</i></p> <ol style="list-style-type: none"> 1. Primary evidence of repeatable performance will usually be from works documents; products of work produced by the Learner. 2. Minimum time period does not apply to individual units, however no more than 50% of the qualification units can be completed in a time frame less than the minimum required for the full qualification.
Processing Operations for the Extractive and Minerals Processing Industries	Safe use of fire extinguishers; organisational procedures in case of environmental incident, accident and/or fire.	<p>Must show extractives related occupational competence specific to occupational groups and will be restricted to assessing only these occupational groups (refer to NOS and AO listings). i.e.</p> <ul style="list-style-type: none"> • Crushing/Screening/Washing • Drying • Concrete & Mortar Production • Asphalt/Coated Materials Production • Density/Fluid Separation (not an exhaustive list) 	

Table 2 – Qualification Specific Requirements CONTINUED....

This Table lists the specific requirements for simulation and assessors in relation to competence qualifications based on the individual NOS Suites

NOS Suites	Allowed Simulation	Specific Assessor Requirements For QA Staff Requirements ⁸ <i>refer to Table 7</i>	Special Requirements
Maintenance Operations and Maintenance Engineering		Must show occupational competence at a unit level specifically related to mechanical maintenance including welding in the extractives industries.	For qualifications that include engineering units they must also meet SEMTA Engineering Assessment Strategy requirements.
Supervision of Underground Mining Operations		Must show occupational competence specifically related to mine supervision or management.	
Surface Mineral Development		Restricted to Chartered Geologist (in an extractives context)	Primary evidence of repeatable performance will usually be from works documents; products of work produced by the Learner. Minimum time period does not apply to individual units, however no more than 50% of the qualification units can be completed in a time frame less than the minimum required for the full qualification.

TABLE 3

Table 3: Acceptable Assessor Qualifications			
Title	Abbreviation	Replaced by	Comments
Level 3 Award in Assessing Competence in the Work Environment			
Level 3 Certificate in Assessing Vocational Achievement			
Assess Workplace Competences Using Direct and Indirect Methods	L & D 9DI		
Assess Candidates Using a Range of Methods	A1 or equivalent	L & D 9DI and L3 Vocational Qualification or above	Assessors who hold these Units (A1/A2) are still considered to be qualified Assessors and are not required to undertake the new Units. However, they must be working to the current L & D NOS and undertaking appropriate Continuous Professional Development [CPD].
Assess Candidate Performance + Assess Candidates Using Differing Sources of Evidence	D32 +D33	A1 or equivalent	Assessors who hold these Units (D32/D33) are still considered to be qualified Assessors and are not required to undertake the new Units. However, they must be working to the current L & D NOS and undertaking appropriate Continuous Professional Development [CPD].
Teacher Qualification (Further Education)	TQFE		This was an accepted exemption for the D Units. Assessors who hold this qualification (TQFE) are still considered to be qualified Assessors and are not required to undertake the new Units. However, they must be working to the current L & D NOS and undertaking appropriate Continuous Professional Development [CPD].
Any new Assessors must undertake the current qualifications/units which are based on most recent National Occupational Standards (NOS).			

TABLE 4

Table 4: Acceptable qualifications for Internal Verifiers/Quality Assurers			
Title	Abbreviation	Replaced by	Comments
Level 4 Award in the Internal Quality Assurance of the Assessment Process and Practice			
Level 4 Certificate in Leading the Internal Quality Assurance of the Assessment Process and Practice			This is the only current qualification for the Lead IV . If holding an old internal verification qualification they must also hold the Unit “ Plan, Allocate and Monitor Work in Own Area of Responsibility ”
Internal Quality Assurance	L & D 11		
Conduct Internal Quality Assurance of the Assessment Process	V1 or equivalent	L & D 11	Internal Verifiers who hold this Unit (V1) are still considered to be qualified verifiers and are not required to undertake the new Unit. However, they must be working to the current L & D NOS and undertaking appropriate Continuous Professional Development [CPD].
Internally verify the Assessment Process	D34	V 1 or equivalent	Internal Verifiers who hold this Unit (D34) are still considered to be qualified verifiers and are not required to undertake the new Unit. However, they must be working to the current L & D NOS and undertaking appropriate Continuous Professional Development [CPD].
Any new internal verifiers should undertake the above current Qualifications/Units which are based on most recent National Occupational Standards (NOS).			

TABLE 5

Table 5: Acceptable qualifications for External Verifiers/Quality Assurers			
	Abbreviation	Replaced by	Comments
Level 4 Award in the External Quality Assurance of the Assessment Process and Practice			
Level 4 Certificate in Leading the External Quality Assurance of the Assessment Process and Practice	Lead V2 or equivalent		
External Quality Assurance	L & D 12		
Conduct External Quality Assurance of the Assessment Process	V2 or equivalent	L & D 12	External Verifiers who hold this Unit (V2) are still considered to be qualified verifiers and are not required to undertake the new Unit. However, they must be working to the current L & D NOS and undertaking appropriate Continuous Professional Development [CPD].
Externally Verify the Assessment Process	D35	V2 or equivalent	External Verifiers who hold this Unit (D35) are still considered to be qualified verifiers and are not required to undertake the new Unit. However, they must be working to the current L & D NOS and undertaking appropriate Continuous Professional Development [CPD].
Any new external verifiers should undertake the Learning and Development Units which are based on most recent National Occupational Standards (NOS).			

TABLE 6

TABLE 6a Minimum period of time over which evidence of repeatable performance must be demonstrated for whole competence qualifications at levels: (exceptions are noted in Special Requirements in Table 2)			
Ofqual VQ Level (England/Wales)	SCQF Level (Scotland)	SQF SVQ	
8	12	5	26 weeks
7	11		
6	10		
5	9	4	13 weeks
4	8		
3	7	3	13 weeks
	6		
2	5	2	10 weeks
1	4	1	10 weeks
Entry 3	3	Entry	4 weeks
Entry 2	2		
Entry 1	1		

TABLE 6b Minimum period of time over which evidence of repeatable performance must be demonstrated for Individual or multiple units with performance criteria.	
Individual or multiple unit assessment outside a full vocational qualification with performance criteria.	Where a unit contains performance criteria this must be covered by repeatable performance spanning the minimum time frame of 10 weeks ensure consistency. For multiple units that make up 50% or more of the whole qualification then the minimum time frame will be as per the qualification requirements. Refer to table 6a

TABLE 7

DEFINITIONS	
Occupational Competence [Assessors]	In the context of this Assessment Strategy, 'Occupational Competence' is defined as having the necessary ability, skills and knowledge to accomplish, or achieve, within a particular job or function. ⁹
Recent Past	Within the previous 10 years.
Simulation	Designed situations for producing artificially generated evidence
Technical operational skills, knowledge & understanding [IVs – QA Staff]	Currently are, or have in the recent past , carried out the job role, at or above the level, they are responsible for quality assuring and can demonstrate that their skills and knowledge has been subsequently maintained.

APPENDIX 8

MP Futures recommends to Awarding Bodies/Bodies that All Internal Verifiers/Quality Assurers must provide evidence of risk based quality assurance policies, planning and activities. IV activities must include evidence of an interim sampling for each qualification and all Assessors, as well as final IV.

Where an Approved Centre has more than one IV then the Centre must appoint a Lead IV.

Before approving certification this must include as a minimum **final sampling of Learner evidence**.

Evidence must also be retained of:

- advanced planning of internal quality assurance covering all qualifications, units and Assessors over a period of time
- all simulations/simulators
- over time, an example of each unit the Assessor is qualified to assess
- over time, an example of each assessment method used in the Approved Centre
- observation and monitoring of each Assessors assessment activities
- interim sampling of Learner evidence
- standardisation

⁹ The definition is taken from the Oxford English Dictionary

APPENDIX 9

The majority of the Learner's evidence must come from **primary performance evidence** [normally direct observations, but in some cases **product evidence** of competence in the real workplace, unless specified in the **NOS/Qualification Specific Requirements** as listed in **Table 2**]. Performance evidence must show that the Learner maintains consistent, **repeatable performance** over the whole **minimum assessment period following registration** as specified in **Table 6**. Observations should cover this period of time and cover all units (i.e. a minimum of two observations, where all units are observed on both occasions). Assessment **must not** commence until the Learner has had the opportunity to reflect following induction.

Primary performance evidence must be supported by other supplementary evidence and the required evidence of knowledge and understanding from the unit/s within the qualification.

Dealing with misfires.

"It is recognised that when assessing "Carry out inspections for misfires" a misfire is highly unlikely to be observed. Simulating misfires would introduce health and safety risks and be difficult to achieve realistically. Evidence is also required of both types of misfires.

Therefore, this unit must be completed using diverse evidence, for example:

1. evidence from an observed misfire
2. evidence from a misfire during the assessment period but not observed supported by documentary evidence, third party testimony and questions
3. historical evidence of previous misfires supported by documentation produced at the time, but updated as necessary to meet current guidance, plus third party testimony and questioning
4. a simulation of a "Type A" misfire, with prior approval by the Awarding Organisation
5. scenarios covering each of seven different misfire situations specified in current industry guidance not covered by evidence from points 1-4; the scenarios to be set by the Awarding Organisation and made available to all Centres
6. a combination of the above.

In all cases the performance evidence of performance must be supported by detailed recorded evidence of knowledge and understanding. This can come from a combination of knowledge evidence deduced by the Assessor from the examples used above, other "walkthrough" scenarios, personal statements, professional discussions and in-depth questioning etc. sufficient to satisfy the Assessor that the Learner has a detailed understanding of how to deal with misfires in all seven situations specified in Explosives Guidance Note 1 and recognised by the Health and Safety Executive."

APPENDIX 10

Other types of acceptable evidence include, but are not limited to:

- Witness Testimony [details of acceptable witnesses are found **Section 3**]
- Logs; diaries; personal statements retained by the Learners
- E-portfolios and other forms of digital media
- Recorded/transcribed interviews with the Learner i.e. professional discussions
- Works documentation produced by, and attributable to, the Learner

APPENDIX 11

Unlike the competency qualifications these qualifications may be assessed without direct observation by such methods as:

- professional discussion
- personal statements
- assessor questioning
- examination [online, electronic or paper]
- assignments
- a combination of the above

Direct observation can also be used, provided the Assessor can justify the implied knowledge.

The Awarding Body must specify the assessment methodology for each qualification, which, for regulated qualifications, must as a minimum meet the requirements of the Regulatory Body/ies. The specification must include requirements for the types and amount of evidence, and for certification. Where the methodology includes a portfolio of evidence, the timescales in Table 6 will apply.

The assessment methodology for each of the units for these qualifications must allow for achievement of all the standards/criteria and require the Learner to only achieve the unit when all of the Learning Outcomes/Assessment Criteria have been demonstrated at the required standard. **Units may be assessed individually, or holistically, but it should be clear where each Learning Outcome/Assessment Criteria is covered and achieved.**

For each qualification, the Awarding Bodies may design, or allow their Approved Centres to design, the assessment methods. In all such cases, the Approved Centre must gain the approval of the Awarding Body, in advance, of implementation.

However in all such cases the Awarding Bodies must carry out quality checks prior to approval to ensure that **all of the learning outcomes and assessment criteria are covered and meet the stated assessment criteria.**

All examinations used to cover the Learning Outcomes/Assessment Criteria must be carried out under standard examination conditions. The confidentiality of exam papers and answers must be maintained. The conditions and methodology of the examination must be quality assured by the Approved Centre and Awarding Body offering the examination.



Standard Setting Organisation

