

Title	Understanding the principles and practices of assessment				
Ofqual unit ref	D/601/5313				
Level	3	Credit value	3	GLH	24
Learning outcomes		Assessment criteria			
The learner will:		The learner can:			
1. Understand the principles and requirements of assessment		1.1 Explain the function of assessment in learning and development 1.2 Define the key concepts and principles of assessment 1.3 Explain the responsibilities of the assessor 1.4 Identify the regulations and requirements relevant to the assessment in own area of practice.			
2. Understand different types of assessment method		2.1 Compare the strengths and limitations of a range of assessment methods with reference to the needs of individual learners.			
3. Understand how to plan assessment		3.1 Summarise key factors to consider when planning assessment 3.2 Evaluate the benefits of using a holistic approach to assessment 3.3 Explain how to plan a holistic approach to assessment 3.4 Summarise the types of risks that may be involved in assessment in own area of responsibility 3.5 Explain how to minimise risks through the planning process.			
4. Understand how to involve learners and others in assessment		4.1 Explain the importance of involving the learner and others in the assessment process 4.2 Summarise types of information that should be made available to learners and others involved in			

	<p>the assessment process</p> <p>4.3 Explain how peer and self-assessment can be used effectively to promote learner involvement and personal responsibility in the assessment of learning</p> <p>4.4 Explain how assessment arrangements can be adapted to meet the needs of individual learners.</p>
<p>5. Understand how to make assessment decisions</p>	<p>5.1 Explain how to judge whether evidence is:</p> <ul style="list-style-type: none"> • sufficient • authentic • current <p>5.2 Explain how to ensure that assessment decisions are:</p> <ul style="list-style-type: none"> • made against specified criteria • valid • reliable • fair.
<p>6. Understand quality assurance of the assessment process</p>	<p>6.1 Evaluate the importance of quality assurance in the assessment process</p> <p>6.2 Summarise quality assurance and standardisation procedures in own area of practice</p> <p>6.3 Summarise the procedures to follow when there are disputes concerning assessment in own area of practice.</p>
<p>7. Understand how to manage information relating to assessment</p>	<p>7.1 Explain the importance of following procedures for the management of information relating to assessment</p> <p>7.2 Explain how feedback and questioning contribute to the assessment process.</p>
<p>8. Understand the legal and good practice requirements in relation to assessment</p>	<p>8.1 Explain legal issues, policies and procedures relevant to assessment, including those for confidentiality, health, safety and welfare</p> <p>8.2 Explain the contribution that technology can make to the assessment process</p>

	<p>8.3 Evaluate requirements for equality and diversity and, where appropriate, bilingualism in relation to assessment</p> <p>8.4 Explain the value of reflective practice and continuing professional development in the assessment process.</p>
Additional information about the unit	
<p>Unit purpose and aim(s)</p>	<p>This unit supports vocational development for those who need to understand the principles and practices of assessment.</p> <p>The unit is designed for use primarily by those in learning or who plan to gain employment in education and/or training. It is designed to assess knowledge demonstrated in a learning environment. It does not confirm competence in the workplace.</p> <p>The aim of the unit is to assess underpinning knowledge and understanding in accordance with recognised National Occupational Standards.</p>
<p>Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)</p>	<p>This unit is designed to assess understanding of the principles and practices of assessment It can be assessed off the job in a learning environment.</p> <p>The learner must demonstrate their knowledge and understanding, to meet all learning outcomes. Assessment methods appropriate to the needs of the learner must be used to generate satisfactory evidence of knowledge and understanding.</p>

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Additional information about the unit	
Unit review date	31 May 2017
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	This unit of assessment has a relationship with the following National Occupational Standard: LSILADD09 Assess learner achievement
Support for the unit from a SSC or appropriate other body (if required)	Food Training and Education Council
Location of the unit within the subject/sector classification system	13.1 Teaching and Lecturing
Name of the organisation submitting the unit	City and Guilds
Availability for use	Shared
Unit category	UK