



## Qualification Specification

# STA Level 3 Award in Understanding the Principles and Practices of Assessment

## This qualification is regulated by Ofqual (England)

### STA Level 3 Award in Understanding the Principles and Practices of Assessment

Qualification Number: 600/7078/X

Credit Value: 3 Credits

#### Unit Structure

This qualification consists of 1 mandatory unit

Unit Title	Code	Credit Value	Unit Level	GLH
Understanding the principles and practices of assessment	D/601/5313	3	3	24

GLH = guided learning hours

#### Total Qualification Time 30 Hours

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#### Qualification Delivery

The Level 3 Award in Understanding the Principles and Practices of Assessment can be delivered as a face-to-face course, either as an intensive course (over 3 days) or run over a period of weeks. If the course is delivered face-to-face, the ratio of learners to tutor is 12:1.

The qualification can also be delivered via distance learning. The theory elements are completed by written assignments and externally marked by an assessor.

Assignments and assessment decisions are subject to Internal Quality Assurance and External Quality Assurance activity.

## Introduction

This qualification is intended for learners who wish to gain an understanding of the principles and practices of assessment. It is ideal for those who are new to assessment practice, or wish to gain an insight into the role of the assessor as there is no practice requirement.

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## Qualification Objective

The aim of this qualification is to give the trainee assessor knowledge and understanding of the principles and practices that underpin assessment.

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## Target Learners

This qualification is suitable for learners that are new to assessment in a range of different industries and wish to gain a formal qualification that does not have a practice requirement.

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## Progression

Once they have achieved this qualification, learners may wish to progress on to the Award in assessing vocationally related achievement, or the certificate in assessing vocational achievement, which would enable them to gain employment as an assessor in a further education, or workplace setting.

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## Industry Standards

This qualification is underpinned by the learning and development National Occupational standard 9, assess learner achievement. It is assessed in line with the Education and Training Foundation Assessment Strategy.

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## Entry Requirements

- Be 19 years of age or older
- Have a good understanding of information and communications technologies (ICT) to be able to complete the distance learning programme
- Have the ability to read and communicate clearly and accurately in written and spoken standard English.

## Special Considerations and Reasonable Adjustments Policies

For further information on these, please refer to the policies section on the Safety Training Awards website:

<https://www.safetytrainingawards.co.uk/policies/>

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## Awarding Organisation Policies

A full list of awarding organisation policies are available on the website:

<https://www.safetytrainingawards.co.uk>

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## Grading Format

Competent / Not competent

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## Assessment Methods

The qualification is assessed by the completion of written assignments which are then marked by a suitably qualified assessor. Professional discussion can take place to support information provided. Incorrect or insufficient answers can be corrected and re-submitted.

All learning outcomes and assessment criteria in the units must be achieved in order for the learner to be deemed competent and pass the qualification.

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## Tutor Requirements

All tutors must have the skills, knowledge and experience to be able to deliver this qualification. Each tutor is required to hold:

- Level 3 Award in Education and Training, or
- Level 4 Certificate in Education and Training, or
- Level 5 Diploma in Education and Training, or
- Certificate in Education.

Note: Acceptable equivalents to the above are the suite of Preparing to Teach in the Lifelong Learning Sector qualifications (12 credits), PTLLS, CTLLS and DTLLS.

## Assessor Requirements

All assessors must have the skills, knowledge and experience to be able to assess this qualification. Each assessor is required to hold the following:

- Already hold the qualification (or previous equivalent qualification) they are assessing
  - Have up-to-date working knowledge and experience of best practice in assessment and quality assurance
  - Hold one of the following assessor qualifications or their recognised equivalent:
    - Level 3 Award in Assessing Competence in the Work Environment, or
    - Level 3 Certificate in Assessing Vocational Achievement, or
    - A1 Assess candidate performance using a range of methods, or
    - D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence.
  - Show current evidence of continuing professional development in assessment and quality assurance.
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## IQA Requirements

All Internal Quality Assurers must have the skills, knowledge and experience to be able to internally quality assure this qualification. Each Internal Quality Assurer is required to hold the following:

- Have up-to-date working knowledge and experience of best practice in assessment and quality assurance
- Hold one of the following assessor qualifications or their recognised equivalent:
  - Level 3 Award in Assessing Competence in the Work Environment, or
  - Level 3 Certificate in Assessing Vocational Achievement, or
  - A1 Assess candidate performance using a range of methods, or
  - D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence.
- Hold one of the following internal quality assurance qualifications or their recognised equivalent:
  - Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice, or
  - Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice, or
  - V1 Conduct internal quality assurance of the assessment process, or
  - D34 Internally verify the assessment process.
- Show current evidence of continuing professional development in assessment and quality assurance.



## Resource Requirements

- Studying for the STA Level 3 Award in Understanding the Principles and Practices of Assessment
- Study Skills Guide
- The Vocational Assessor Handbook by Ros Ollin and Jenny Tucker with Ian Greer.

## Unit Specification

Unit Title	Understanding the principles and practices of assessment
Learning Outcomes	Assessment Criteria
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 the assessment process 4.3 Explain how peer and self-assessment can be used effectively to promote learner involvement and personal responsibility in the assessment of learning 4.4 Explain how assessment arrangements can be adapted to meet the needs of individual learners.
5. Understand how to make assessment decisions	5.1 Explain how to judge whether evidence is sufficient, authentic and current 5.2 Explain how to ensure that assessment decisions are made against specified criteria, valid, reliable and fair
6. Understand quality assurance of the assessment process	6.1 Evaluate the importance of quality assurance in the assessment process 6.2 Summarise quality assurance and standardisation procedures in own area of practice 6.3 Summarise the procedures to follow when there are disputes concerning assessment in own area of practice
7. Understand how to manage information relating to assessment	7.1 Explain the importance of following procedures for the management of information relating to assessment 7.2 Explain how feedback and questioning contribute to the assessment process
8. Understand the legal and good practice requirements in relation to assessment	8.1 Explain legal issues, policies and procedures relevant to assessment, including those for confidentiality, health, safety and welfare 8.2 Explain the contribution that technology can make to the assessment process 8.3 Evaluate requirements for equality and diversity and, where appropriate, bilingualism in relation to assessment 8.4 Explain the value of reflective practice and continuing professional development in the assessment process