

# 1st4sport Level 3 Award in Assessing Competence in the Work Environment



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## Qualification Specification

<b>Qualification Overview:</b>	This qualification is designed to provide learning and development practitioners with a qualification to confirm competency in assessment practice when assessing occupational competence in an individual's work environment.						
<b>Qualification Code:</b>	600/1440/4	<b>Level:</b>	3	<b>Age:</b>	19+	<b>Registration Period:</b>	3 Years
<b>Guided Learning (GL):</b>	54 hours	<b>Total Qualification Time (TQT):</b>	90 hours	<b>Credit Value:</b>	9	<b>Operational From:</b>	01 April 2011
<b>Progression Opportunities:</b>	Successful learners are eligible to seek employment in appropriate paid or voluntary assessing roles within their specialist subject area, assessing competence based qualifications (eg NVQs).						

<b>Qualification Objective</b>
<b>What does this qualification cover?</b>
This qualification is designed to provide learning and development practitioners with a qualification to confirm competency in assessment practice when assessing occupational competence in an individual's work environment.
<b>Who is the qualification for?</b>
The qualification is designed for current Learning and Development practitioners and those new to the role of assessor. Individuals must have access within current role to assess learners for qualifications, accredited programmes of study with assessments, or job related assessments in the relevant environment. This qualification is suitable for practitioners aspiring to assess NVQs or other work-based competency qualifications.
<b>Who supports this qualification?</b>
The qualification is recognised as the industry standard work environment assessing qualification for the further education and skills sector by the Education & Training Foundation.
<b>Qualification Progression</b>
<b>What future education could this qualification lead to?</b>
Having gained further experience in assessment practice, learners could progress to the <i>1st4sport Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice</i> .
<b>What future employment could this qualification lead to?</b>
Successful learners are eligible to seek employment in appropriate paid or voluntary assessing roles within their specialist subject area, assessing competence based qualifications (eg NVQs).

<b>Qualification Achievement</b>
<b>Entry Requirements for the Qualification</b>
Prior to registration learners are required to: <ul style="list-style-type: none"> <li>• be accurately identified</li> <li>• be 19 years of age or over</li> <li>• be able to communicate effectively in English (this includes listening, speaking, reading and writing)</li> <li>• have access to assess work environment qualifications/assessments.</li> </ul> <p>There are no additional prerequisites to certificate.</p>
<b>How is the Qualification Achieved?</b>
Achievement of the qualification is normally through a programme of learning and work-based assessment, which ensures completion of the <i>1st4sport Learner Portfolio</i> inclusive of all assessed tasks.
<b>What will be assessed?</b>
Learners must be able to demonstrate: <ul style="list-style-type: none"> <li>• an appropriate knowledge and understanding of assessing occupational competence and vocational achievement, which will be assessed via performance, tasks and assignments.</li> <li>• Individual assessment plans for two learners being assessed on a work environment qualification, covering two assessments each, (four assessments in total)</li> <li>• The delivery of the four planned assessments for the two learners on a work environment qualification.</li> </ul>

### How will it be assessed?

This qualification contains a range of units to be completed by the learner. Each unit is comprised of a number of learning outcomes and identified assessment criteria to be completed.

Learning Outcomes that begin ‘The learner will **understand...**’ will be assessed through theory based activities.

Learning Outcomes that begin ‘The learner will **be able to...**’ are assessed through practical activities.

For example:

Learning outcomes The learner will:	Assessment criteria The learner can:
1 <b>understand</b> how to ensure participants’ safety during sport specific coaching sessions	1.1 describe the health and safety requirements that are relevant to planned sport-specific activities and competition.
	1.2 describe how to structure coaching sessions to minimise the risk of injury to participants.
2 <b>be able to</b> prepare resources for the coaching session	2.1 ensure that the identified resources meet the requirements of the activity.

### Qualification Delivery

#### What workforce is needed to be able to deliver this qualification?

The recognised centre is required to have a qualified and competent qualification workforce in place which includes as a minimum.

- a qualification administrator
- a qualification coordinator
- an appropriately qualified tutor; examples of accepted qualifications: *Level 3 Award in Education and Training; Level 3/4 Award in Preparing to Teach in the Lifelong Learning Sector (PTLLS); 1st4sport Level 3 Award in Delivering Learning (L3ADLQ); 1st4sport Level 3 Certificate in Tutoring Sport (CTS); Level 4 Certificate in Education and Training; Level 5 Diploma in Education and Training; Level 3/4 Certificate in Teaching in the Lifelong Learning Sector (CTLLS); Level 5 Diploma in Teaching in the Lifelong Learning Sector (DTLLS); Post Graduate Certificate in Education*
- an appropriately qualified assessor; examples of accepted qualifications: *Level 3 Award in Assessing Vocationally Related Achievement; Level 3 Certificate in Assessing Vocational Achievement; A1 Assess candidate performance using a range of methods.*
- an appropriately qualified internal quality assurer (IQA); examples of accepted qualifications: *Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice; Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice; 1st4sport Level 3 Certificate in Internal Verification Practice in Sport (CIVPS); V1 Conduct internal quality assurance of the assessment process.*

Further information on workforce requirements are available from 1st4sport Qualifications on request.

### What facilities are needed to be able to deliver this qualification?

The recognised centre is required to have one or more delivery sites which contain facilities to support the programme of learning and assessment. These must comply with accepted health and safety practices and have in place appropriate access arrangements. All training and/or assessment sites must include the following facilities:

- a suitable classroom facility/ lecture room

The practical assessments are carried out in the learners' own work environment, which must also comply with accepted health and safety practices.

The environment must be conducive to learning; lighting, temperature and noise levels appropriate to learner needs.

### What equipment is needed to be able to deliver this qualification?

The recognised centre is required to have equipment in place to facilitate the full programme of learning and assessment which must comply with accepted health and safety practice and must include:

- learners provided access to a range of the following teaching resources:
  - power point projector
  - interactive white board
  - white board and pens
  - flip chart and pens
  - computer
  - TV and DVD facilities
  - internet

### What qualification materials support this qualification?

This qualification is supported by a number of additional documents which must be read by all relevant personnel within recognised centres approved to offer this qualification. These include the *1st4sport Level 3 Award in Assessing Competence in the Work Environment*:

- *Qualification Handbook*, detailing the 1st4sport Qualification Approval Conditions and the Delivery, Assessment and Quality Assurance Approach for this qualification
- *Unit Specifications*, detailing the Learning Outcomes and Assessment criteria for the qualification
- *Learner Portfolio*, containing a series of pre-standardised assessment tools and templates to support the learner's achievement of the qualification.
- *Delivery, Assessment and Quality Assurance Approach*, detailing the recommended learning programme, exemplar assessment answers and levels of attainment and guidance to the internal quality assurance

### How much does this qualification cost?

Qualification registration and certification fees are available from 1st4sport Qualifications on request. Centres need to factor in facility and workforce costs in order to determine a Qualification Fee for learners.

### How to apply to deliver this qualification

Contact 1st4sport Qualifications, requesting qualification approval for the qualification.

Tel: 0113 290 7610

Email: [enquiries@1st4sportqualifications.com](mailto:enquiries@1st4sportqualifications.com)

Website: [www.1st4sportqualifications.com](http://www.1st4sportqualifications.com)

<b>Contacts</b>
<b>The Education and Training Foundation</b>
Website: <a href="http://www.excellencegateway.org.uk/">http://www.excellencegateway.org.uk/</a>
<b>The Excellence Gateway</b>
Website: <a href="http://www.et-foundation.co.uk">http://www.et-foundation.co.uk</a> Enquiries email: <a href="mailto:enquiries@etfoundation.co.uk">enquiries@etfoundation.co.uk</a> Telephone: 0800 093 9111
<b>1st4sport Qualifications</b>
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<b>UK Coaching</b>
Website: <a href="http://www.ukcoaching.org">www.ukcoaching.org</a> Enquiries email: via <a href="http://www.ukcoaching.org/contact">www.ukcoaching.org/contact</a> Telephone: 0113 274 4802
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<b>Ofqual</b>
Website: <a href="http://www.gov.uk/government/organisations/ofqual">www.gov.uk/government/organisations/ofqual</a> Enquiries email: <a href="mailto:public.enquiries@ofqual.gov.uk">public.enquiries@ofqual.gov.uk</a> Telephone: 0300 303 3344

### Qualification Structure (Rule of Combination)

To be awarded the 1st4sport Level 3 Award in Assessing Competence in the Work Environment, a learner must achieve both mandatory units.

### Mandatory Units

Unit Title	Level	Credit	GL	Reference	Assessment Method(s)
Understanding the principles and practices of assessment	3	3	24	D/601/5313	Written tasks, observation
Assess occupational competence in the work environment	3	6	30	H/601/5314	Written tasks, observation

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