

Glossary of Terms used by Laser Learning Awards



Term	Description
Accreditation	Confirmation that learners' evidence meets the assessment criteria.
Appeal	Procedure through which an Awarding Organisation /Centre may be challenged on the outcome of an enquiry about results or, where appropriate, other procedural decisions affecting an individual learner.
Approved Internal Quality Assurer (AIQA)	Recognition process by which Laser Learning Awards approves named individuals to authorise the award of credit.
Assessment	The process of making judgements about the extent to which a learner's work meets the assessment criteria for a unit or part of a unit. Formative assessment provides feedback to learners to help improve their performance/ achievement. Summative assessment takes place at the end of a defined period of learning.
Assessment Criteria	Defines what the learner must know or do in order to show that the learning outcomes have been achieved for a unit or part of a unit.
Assessment Evidence	Proof that the learner has achieved or is working towards the achievement of assessment criteria. Satisfactory evidence for all assessment criteria enables the Internal and External Quality Assurer to confirm the award of credit.
Assessment Methods	The means in which the learner produces evidence to demonstrate that they have met the unit assessment criteria. This can include assignments, professional discussions, observations; written questions; etc.
Assessor	Person who assess a learner's work.
Awarding Organisation	An organisation that awards qualifications. An Awarding Organisation must meet the criteria laid down by the regulators, e.g. Ofqual.
Benchmark Assessment	Provides a set of prescribed tasks that should be used to assess the unit. Tasks can be designed by the centre, but these must use the benchmark assessments as a guide and must cover all the assessment criteria.
Centre	An organisation such as a college or training provider who are approved by an awarding organisation to deliver and assess qualifications to learners on their behalf.
Centre Recognition	Process through which a Centre wishing to offer accreditation is confirmed as being able to maintain the required quality and consistency of assessment and comply with other expectations of the Awarding Organisation.
Certification	The procedure by which Laser Learning Awards recognises the award of credit to learners and issues certificates and credit transfers.
Certification End Date	The last date on which a certificate can be issued.
Credit Value	All regulated units have a credit value. The minimum credit value that may be determined for a unit is one, and credits can only be awarded in whole numbers. Learners will be awarded credits for the successful completion of whole unit/s. Credit values are linked to Guided Learning Hours (GLH).

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Direct Claims Status (DCS)	<p>Provides a recognised centre with the ability to claim certification from Laser Learning Awards directly.</p> <p>This gives an approved centre the ability to claim for a learner's certificate without having to go through a process of external verification. An approved centre must have robust management, delivery, assessment and internal quality assurance systems in place to achieve this.</p>
Equivalent Units	<p>Equivalent units are different units which, when compared, are judged to be equal to or greater than the content of another. An equivalent unit needs to be of the same credit value or higher and the same level or higher.</p> <p>Equivalent units may look different but the content will be deemed to be identical or beyond and above the content required.</p> <p>If a learner has achieved a QCF unit (either singly or as part of a wider qualification) and this unit is judged to be equal to or greater than the content of a unit in a qualification they want to progress, the unit that they want to progress can be claimed on the basis of having an equivalent unit.</p>
Evidence Portfolio	<p>Usually a file or folder in which evidence is presented for assessment. A tracking sheet should be included showing where each assessment criteria has been met. This can be presented in a number of different formats including paper-based or electronic.</p>
Exemptions	<p>Exemption is the facility for a learner to claim against some of the achievement requirements of a qualification because they have already achieved this as a common unit in another qualification, also known as a 'shared' unit.</p> <p>The assessor must make sure that the components of the previously certificated qualification are sufficient to cover the requirements of all the learning outcomes, unit or units that it is being used against.</p> <p>Exemptions do not attract credit, as the skills knowledge and / or competences described in the unit will have already have been recognised.</p>
External Assessment	<p>Independent assessment, where assessment tasks are set (externally to the centre) and a learner's work is assessed by the Awarding Organisation. This can either be internally or externally marked depending on the qualification assessment specification.</p>
External Quality Assurer (EQA)	<p>An individual appointed by Laser Learning Awards to externally verify and sample learner evidence to ensure accurate and consistent standards or assessment between assessors operating within a centre and confirm that all recommendations for the award of credit have been subjected to a rigorous internal quality assurance process.</p>
Functional Skills	<p>The core elements of English, Mathematics and ICT which provide the essential knowledge, skills and understanding needed to operate confidently, effectively and independently in life and at work.</p>

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Level	An indication of the difficulty of a qualification.
Internal Quality Assurer (IQA)	An individual appointed by the centre to ensure and record the validity, accuracy and consistency of standards/assessment between assessors operating within a centre; to develop staff to achieve this consistency and to facilitate standardisation activities.
Learning Outcomes	Express the knowledge, skills and understanding learners are expected to acquire at the identified level.
Maladministration	This is any activity or practice which results in non-compliance of an awarding organisation's administrative regulations and requirements. This can include the application of persistent mistakes or poor administration within a centre (e.g. keeping inappropriate learner records).
Malpractice	This is any deliberate activity, neglect or default that compromises the integrity of the assessment process, and/or the validity of certificates.
Policy	Provides the principles and systems on which procedures can be built, it is fixed and concise. A policy reflects philosophy, values and fundamental aims. A policy tends to be established and agreed at a higher executive or managerial level.
Predecessor Qualification (aka 'Grandfather rights')	A predecessor qualification is the name given to the qualification, or unit before the current one was launched. For example the D units are the predecessor qualifications to the A1/2 and V1/2, which are in turn the predecessor qualifications to the TAQA qualifications.
Procedures	A set of step by step instructions to enable a task or job to be completed.
Qualification specification	A document that contains information regarding a qualification, including the qualification content, structure, assessment and internal quality assurance arrangements for nationally accredited qualifications.
Quality and Curriculum Reviewer (QCR)	A LASER member of staff responsible for the business development and compliance monitoring of centres.
Reasonable adjustments	These are any changes, alterations or accommodations that can be made for individual learners who have a specific additional learning need or disability at the time of assessment for either a short or long term.
Recognised Centre	Process through which a centre wishing to offer accreditation is confirmed as being able to maintain the required quality and consistency of assessment and comply with other expectations of the Awarding Organisation.
Rules of combination	A list of the mandatory and optional units, credits and levels required for the achievement of a qualification.
Recognition of Prior Learning (RPL)	<p>RPL is a process that considers whether an individual can demonstrate that they can meet the assessment requirements for a unit/ qualification through knowledge, skills and/or competence that they already possess and do not need to develop through a course of learning.</p> <p>Evidence from RPL processes is similar to that which is generated by any other assessment method permitted by a qualification. Learners can therefore use RPL to generate evidence for one or more learning</p>

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	outcomes. In many instances however, RPL alone will be insufficient to cover all the learning outcomes in a unit/qualification.
Special considerations	These can be applied after an assessment has been undertaken, if there was a reason an individual or a group of learners may have been disadvantaged during the assessment e.g. unwell or an event outside of their control has/had, or is likely to have/had, a material effect on their ability to achieve an assessment.
Standardisation	A process to ensure that the assessment criteria for a qualification, unit or part of a unit are applied consistently by assessors and internal quality assurers. Standardisation is usually facilitated by the Internal Quality Assurer within centres and by LASER staff members across centres.
Shared Units	Most units in the current QCF are 'shared' units. This means that the unit title and reference number is available on the QCF framework for use by another Awarding Organisation. Shared units encourage progression and promote 'credit transfer'.