

LASER Qualifications in Youth Work Practice (QCF)



Ofqual Qualification Numbers:

LASER Level 2 Award in Youth Work Practice (QCF)	601/5565/6
LASER Level 2 Certificate in Youth Work Practice (QCF)	601/5567/X
LASER Level 3 Certificate in Youth Work Practice (QCF)	601/5568/1
LASER Level 3 Diploma in Youth Work Practice (QCF)	601/5569/3

Qualification(s) Review Date: 31st January 2018

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LASER Learning Awards

LASER supports its recognised centres to develop flexible and responsive credit based courses. This includes those that widen access to lifelong learning, and address exclusion and participation. The structure of our qualifications enables learners to be recognised for their achievement, to accumulate credit, and use this to access further qualifications and learning over time.

LASER makes sure:

- quality assurance underpins all provision.
- only centres that meet national standards are recognised (for course and qualification delivery and quality assurance).

LASER staff:

- have a wide experience of centre, course and qualification approval.
- support centres to make sure awards are valid and valued.

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LASER Qualifications in Youth Work Practice (QCF)

1. About the Qualification(s)

These qualifications develop and recognise the knowledge and skills required by practicing Youth Support Workers and Young Leaders. With the qualifications available at Level 2 or Level 3, and in a range of 'sizes', the suite caters for a diversity of learners.

The qualifications mix mandatory units that cover core knowledge and skills (such as 'Theory of Youth Work' and 'Safeguarding in a Youth Work Setting'), with optional units that cover other key elements of youth work in detail such as working with challenging behaviour, mentoring, supporting young people with disabilities, exploring faith and managing staff in a youth work setting.

The Level 2 Certificate and the Level 3 Certificate confer occupational competence within the JNC¹ Framework for Youth Support Work roles. All four qualifications were developed in conjunction with the Education and Training Standards Committee (ETS) of the National Youth Agency.

A one page Qualification Summary outlining these qualifications is provided in [Appendix 2](#).

To offer these qualifications, a centre must be recognised by LASER. For further information about becoming a recognised centre or working in partnership with a recognised centre please contact us, via email enquiries@laser-awards.org.uk or telephone 01932 569894.

All recognised centres must complete an Approval to Deliver a LASER Qualification and/or Units of a LASER Qualification form. Once approval has been gained a [New Course Notification Form](#) must be completed. Full details of all LASER requirements are provided in the LASER Centre Handbook available from the LASER website www.laser-awards.org.uk.

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2. Offering the Qualification(s)

2.1 Aims and Objectives

The qualification suite prepares learners to; work with or lead when working with young people in a range of youth work settings. Youth work helps young people learn about themselves, others and society, through informal educational activities which combine enjoyment, challenge and learning. Youth workers work typically with young people aged between 11 and 25. Their work seeks to promote young people's personal and social development and enable them to have a voice, influence and place in their communities and society as a whole.

These qualifications are endorsed by the ETS Committee of the National Youth Agency on behalf of the JNC. The qualification suite is supported by a wide range of local authority and voluntary Youth Service organisations.

2.2 Target Group

The **Level 2 Award in Youth Work Practice (QCF)** is suitable for new Youth Work practitioners who are working in a role that provides or needs some support from a qualified practitioner. The Level 2 Award is a mandatory qualification for those wishing to progress on to either the JNC recognised Level 2 Certificate in Youth Work Practice or the Level 3 Certificate/ Diploma in Youth Work Practice.

The Level 2 Award is suitable for those wishing to develop some skills for working with young people in a youth work setting in the future.

It is suitable for those who:

- wish to progress to the Level 2 or Level 3 Certificate/ Diploma

¹ The Joint Negotiating Committee (JNC) for Youth & Community Work agrees the national salary scales, terms and conditions and qualification levels for youth workers across England and Wales

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- need some support with your learning
- have no formal qualification
- wish to return to learning
- would like to work with young people in the future
- are aged 14 and over.

The **Level 2 Certificate in Youth Work Practice (QCF)** is suitable for those needing some support and is the minimum qualification required for those wishing to work as a JNC qualified Youth Support Worker Assistant. This is for employees who assist in the delivery of operational youth work and who undertake duties under direction, where initiative and independent action is limited.

Example of key duties include:

- Working directly with young people to develop their social education by providing programmes of activities, services and facilities;
- Establishing contact with and guiding young people as part of local programmes;
- Assisting in the provision of advice and support to local community groups and agencies;
- Assisting in the motivation, retention, developing and support of staff and volunteers;
- Assisting with service development by contributing to planning, delivery and monitoring of local provisions;
- Day to day administration to ensure smooth running of services;
- Implementing equality and diversity policies.

The Level 2 Certificate is suitable for those wishing to develop your skills for assisting in work with young people in a youth work setting.

It is suitable for those who:

- need some support with your learning
- are not yet ready for study at Level 3
- have no formal qualification
- wish to return to learning
- would like to assist in the delivery of work with young people
- are aged 14 and over.

The **Level 3 Certificate in Youth Work Practice (QCF)** is suitable for those who need minimal support and is the qualification required for those wishing to work as a JNC qualified Youth Support Worker. This is for employees who deliver operational youth work and who undertake duties on their own initiative or who carry supervisory responsibility for small projects, such as one night a week clubs. Workers with these responsibilities will receive leadership and operational guidance from professionally qualified youth workers.

Example of key duties include:

- Working directly with young people to develop their social education by providing programmes of activities, services and facilities;
- Establishing contact with and guiding young people as part of local programmes;
- Providing advice and support to local community groups and agencies;
- Assisting in the motivation, retention, developing and support of staff and volunteers;
- Contributing to service development by planning, delivering and monitoring of local provisions;
- Implementing equality and diversity policies;
- Establishing and maintaining relationships with young people and community groups;
- Maintaining quality of service provision including giving directions to other workers;
- First line management responsibility for workers and volunteers, including recruiting, developing and initial disciplining of staff;
- Initiating and monitoring developments of services, particularly with other agencies;
- Performing and ensuring the discharge of administrative duties (including budget control, records keeping and health and safety).

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The Level 3 Certificate is suitable for you if you wish to develop your skills for leading work with young people in a youth work setting.

It is suitable for those who:

- need minimal support with your learning
- are not yet ready or have insufficient relevant experience and practice for study at university Higher Education level
- wish to access a Higher Education youth work programme
- have no formal qualification
- wish to return to learning
- would like to lead in the delivery of work with young people
- are aged 16 and over.

The **Level 3 Diploma in Youth Work Practice (QCF)** is suitable for those who have completed the Level 3 Certificate in Youth Work Practice (which is required for those wishing to work as a JNC qualified Youth Support Worker) and wish to extend their knowledge of and skills in specialist subject areas. This is for employees who deliver operational youth work and who undertake duties on their own initiative or who carry supervisory responsibility for small projects, such as one night a week clubs. Workers with these responsibilities will receive leadership and operational guidance from professionally qualified youth workers.

Example of key duties include:

- Working directly with young people to develop their social education by providing programmes of activities, services and facilities;
- Establishing contact with and guiding young people as part of local programmes;
- Providing advice and support to local community groups and agencies;
- Assisting in the motivation, retention, developing and support of staff and volunteers;
- Contributing to service development by planning, delivering and monitoring of local provisions;
- Implementing equality and diversity policies;
- Establishing and maintaining relationships with young people and community groups;
- Maintaining quality of service provision including giving directions to other workers;
- First line management responsibility for workers and volunteers, including recruiting, developing and initial disciplining of staff;
- Initiating and monitoring developments of services, particularly with other agencies;
- Performing and ensuring the discharge of administrative duties (including budget control, records keeping and health and safety).

The Level 3 Diploma is suitable for those wishing to develop skills for leading work with young people in a youth work setting specialising in a particular area of work.

It is suitable for those who:

- need minimal support with your learning
- are not yet ready for study or have insufficient relevant experience and practice for study at university Higher Education level
- wish to access a Higher Education youth work programme
- have no formal qualification
- wish to return to learning
- would like to lead in the delivery of work with young people and specialise in certain areas
- are aged 16 and over.

2.3 Entry Requirements

Learners must either be working with young people (13-19) or have a substantial placement in a youth work setting, as a considerable amount of assessment is assessed through performance in

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the workplace. The suggested minimum requirement for working in a youth work setting is 3 hours per week for 6 months.

Learners must have had a satisfactory Disclosure Barring Service check before embarking on the qualification units.

2.4 Achieving the Qualification(s)

To achieve any one of the LASER Youth Work Practice qualifications, the learner must undertake a number of units of assessment (these are prescribed but there are optional units for the centre to choose from), and achieve a specified value of 'credit' by meeting the assessment criteria for those units of assessment.

The '**rules of combination**' for each qualification (i.e. the value of credit the learner must achieve, and instructions about the units of assessment they must undertake to do so) are stated in below.

To view the unit details and unit content for each qualification, please see [Appendix 3](#).

To achieve the **LASER Level 2 Award in Youth Work Practice (QCF)** the learner must achieve the 4 mandatory units from the Mandatory Unit Group, totalling 11 credits.

To achieve the **LASER Level 2 Certificate in Youth Work Practice (QCF)** the learner must achieve a minimum of 26 credits. 23 credits must be taken from the 8 mandatory units in the Mandatory Unit Group A. The remaining 3 credits must be taken from units in the Optional Unit Group B. The credits from the additional unit in Group C will not contribute towards the qualification.

To achieve the **LASER Level 3 Certificate in Youth Work Practice (QCF)** the learner must achieve a minimum of 27 credits. 24 credits must be taken from the 8 mandatory units in the Mandatory Unit Group A. The remaining 3 must be from the units in the Optional Group B. The credits from the additional unit in Group C will not contribute towards the qualification.

In addition to the above requirements learners must undertake the units that comprise the Level 2 Award in Youth Work Practice (QCF) before progressing to their remaining choice of units for this qualification. The Level 2 Award in Youth Work Practice (QCF) units are:

Ofqual Unit Code	Unit Title
F/506/9239	Engaging And Communicating With Young People
J/506/9226	Safeguarding In A Youth Work Setting
T/506/9206	Theory Of Youth Work
M/506/9219	Young People's Development

To achieve the **LASER Level 3 Diploma in Youth Work Practice (QCF)** the learner must achieve a minimum of 37 credits. 24 credits must be taken from the 8 mandatory units in the Mandatory Unit Group A. The remaining 13 credits must be taken from units in the Optional Unit Group B. The credits from the additional unit in Group C will not contribute towards the qualification.

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2.5 Guided Learning Hours

The recommended guided learning hours (GLH) for these qualifications are as follows:

Qualification	Credit Value	Min / Max Guided Learning Hours
Level 2 Award	11	73/73
Level 2 Certificate	26	139/143
Level 3 Certificate	27	132/149
Level 3 Diploma	37	170/218

2.6 Language Requirements

These qualifications are only available in English.

2.7 Progression Opportunities

The Level 2 Award is the first step on a qualification ladder for learners who want to become JNC qualified Youth Support Workers at either Certificate Level 2 or Certificate or Diploma Level 3.

The Level 2 Certificate is the first step for learners who want to become JNC qualified Youth Support Worker Assistants.

The Level 3 Certificate is the minimum qualification required for JNC Youth Support Worker and can also be used as an access route to study a BA (Hons) Higher Education Youth Work programme leading to JNC Professionally Qualified status.

The Level 3 Diploma is widely recognised as the access route to the BA (Hons) Higher Education programmes leading to JNC Professionally Youth Work Qualified status. Whilst JNC have identified the minimum qualification appropriate, employers are strongly encouraged to also offer CPD to employees within this range, specifically utilising the available Level 3 Diploma in Youth Work Practice. CPD applied in this way can support those employees wishing to pursue a career pathway in youth work and facilitate transition to professional qualification programmes provided through Higher Education. The Diploma supports Youth Work practitioners who are employed to work in related specialist services, for example, Education, Health, Social Care, Youth Justice and Housing.

Steps on the ladder:

- LASER Level 2 Award in Youth Work Practice (QCF) 601/5565/6
- LASER Level 2 Certificate in Youth Work Practice (QCF) 601/5567/X **and/or** Level 3 Certificate in Youth Work Practice (QCF) 601/5568/1
- LASER Level 3 Diploma in Youth Work Practice (QCF) (for those holding Level 3 Certificate) 601/5569/3
- Level 6 Bachelor of Honours Degree in Youth & Community Work (incorporating Level 4 Certificate in Higher Education and Level 5 Diploma in Higher Education)
- Level 6 Graduate Diploma in Youth Work (available in England only).
- Level 7 Masters Degree (incorporating Level 7 Post-Graduate Diploma in Youth & Community Work)

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3. How the Qualification(s) will be Assessed

3.1 Overview

These qualifications are assessed by the centre. They are subject to LASER's requirements for quality assurance. Please refer to the [LASER assessment guidance](#). In addition all centres must comply with the Assessment Strategy for Awards, Certificates and Diplomas in Youth Work Practice Level 2 & Level 3 as set down by the ETS Committee of the National Youth Agency on behalf of the JNC [Appendix 4](#)

3.2 Assessment Design

These qualifications are assessed through the development of a portfolio of evidence. The portfolio should comprise a series of tasks devised by the centre, mapped to the assessment criteria. Satisfactory completion of the tasks and compilation of the portfolio will provide evidence that the learner has met the requirements of the qualification.

Some units have specific requirements about how they should be assessed. These requirements are stated on the unit of assessment itself where applicable. To view the unit content, please click on the links within the tables in [Appendix 3](#).

The centre must assess the learner in terms of whether they have met each unit assessment criteria. All the unit assessment criteria in a unit must be met (and evidenced) before a unit can be deemed achieved. Level Descriptors are provided in [Appendix 1](#).

Assessment must be valid, reliable and sufficient to meet the outcome, and allow transparent authenticity: this means it must be apparent that evidence produced by a learner is the work of the individual learner, even if they have worked in a group. It is recommended that assessments are internally verified to meet these standards before they are implemented.

Assessed work must be internally quality assured ([See Section 6](#)).

3.3 Record Keeping

The use of a [Tutor Assessment Planning Sheet](#) is recommended, as this helps to set out the various tasks, their assessment methods and the evidence needed to be produced, in a simple plan that can be shown to the internal quality assurer and quality reviewer. It also allows the assessor to set out the options where more than one assessment method could be used for any one task: this information can then be transferred as required to the [Individual Learner Record](#) for each learner, allowing for some different methods to be used for individual learners, if individualised learning is appropriate. These planning sheets can be customised as centres prefer, as long as all essential information is included.

It is acceptable to design one large learning record spreadsheet for a group of learners, but it must be printed for verification and quality review, and each learner's achievement must be signed off with an original tutor signature.

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4. Special Arrangements for Learners with Particular Requirements

For information on special arrangements please refer to the LASER policy document '[Access to Fair Assessment](#)'. This gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the achievement of the assessment criteria.

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5. Tutor/Assessor/Internal Quality Assurer Requirements

LASER requires that all Tutors and Assessors delivering the Youth Work Practice suite of qualifications comply with the Assessment Strategy set down by the ETS Committee of the National Youth Agency on behalf of the JNC (see [Appendix 4](#)) as well as have current and relevant experience, and have a clear and complete understanding of the subject matter. All staff involved in the delivery of the qualification should have, or be working towards, a relevant teaching/assessing/quality assurance qualification.

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6. Quality Assurance of the Qualification(s)

Recognised centres must have implemented the internal quality assurance arrangements detailed in the [LASER Centre Handbook](#) and the Assessment Strategy set down by the ETS Committee of the National Youth Agency on behalf of the JNC (see [Appendix 4](#)). The LASER appointed quality reviewer will regularly monitor compliance with these requirements. The quality reviewer will report on the progress of any agreed actions for quality improvement.

In brief, centres delivering LASER qualifications must have internal quality assurance systems to underpin the delivery of the qualification. Internal quality assurance is the process by which the centre regularly samples and evaluates its assessment practices and decisions, and acts on the findings, to ensure consistency and fairness. It involves two key processes; verification and standardisation and is done by one or more internal quality assurers.

Systems do vary between centres according to their particular situation, for example practices that work in a large centre are not necessarily effective in a smaller one. However there must be:

- an appropriate quality assurance system in place and
- evidence the system is implemented effectively.

The outcome of the internal quality assurance process is the recommendation of award of credit to learners. There are two ways credit can be awarded to learners: through a LASER quality reviewer, or through Direct Claims Status.

6.1 Standardisation

LASER will hold regular standardisation events to make sure there is consistent application of assessment. Centres are required to contribute to LASER's programme of standardisation and also to carry out appropriate internal standardisation.

LASER holds standardisation events on a rolling basis to make sure comparable standards are being achieved year on year and there is a consistency of delivery and assessment across centres. Quality and Curriculum Reviewers will identify samples of learners' work that they want to retain for standardisation purposes during quality assurance visits. Where an AIQA is in place they will identify samples of learners' work to submit to national standardisation events. Centres are required to retain records of the assessment and internal quality assurance processes to contribute to standardisation events.

Standardisation activities also include opportunities for networking and sharing of resources, together with regular information about new or replacement units. Centres are recommended to attend these annual meetings, in addition to centre visits by Quality and Curriculum Reviewers.

6.2 Retaining Evidence

For all qualifications, centres must retain complete and accurate records for at least three years from the end of the academic year to which they relate. These records must be made available to LASER on request. [\(back to contents\)](#)

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Appendix 1: Ofqual Level Descriptors – Level 2 & 3

Level	Summary	Knowledge and Understanding	Application and Action	Autonomy and Accountability
Level 2	Achievement at Level 2 reflects the ability to select and use relevant knowledge, ideas, skills and procedures to complete well-defined tasks and address straightforward problems. It includes taking responsibility for completing tasks and procedures and exercising autonomy and judgement subject to overall direction or guidance.	<p>Use understanding of facts, procedures and ideas to complete well-defined tasks and address straightforward problems.</p> <p>Interpret relevant information and ideas.</p> <p>Be aware of the types of information that are relevant to the area of study or work.</p>	<p>Complete well-defined, generally routine tasks and address straightforward problems.</p> <p>Select and use relevant skills and procedures.</p> <p>Identify, gather and use relevant information to inform actions.</p> <p>Identify how effective these actions have been.</p>	<p>Take responsibility for completing tasks and procedures.</p> <p>Exercise autonomy and judgement subject to overall direction or guidance.</p>
Level 3	Achievement at Level 3 reflects the ability to identify and use relevant understanding, methods and skills to complete tasks and address problems that, while well defined, have a measure of complexity. It includes taking responsibility for initiating and completing tasks and procedures as well as exercising autonomy and judgement within limited parameters. It also reflects awareness of different perspectives or approaches within an area of study or work.	<p>Use factual, procedural and theoretical understanding to complete tasks and address problems that, while well defined, may be complex and non-routine.</p> <p>Interpret and evaluate relevant information and ideas.</p> <p>Be aware of the nature of the area of study or work.</p>	<p>Have awareness of different perspectives or approaches within the area of study or work.</p> <p>Address problems that, while well defined, may be complex and non-routine.</p> <p>Identify, select and use appropriate skills, methods and procedures.</p> <p>Use appropriate investigation to inform actions. Review how effective these methods and actions have been.</p>	<p>Take responsibility for initiating and completing tasks and procedures, including, where relevant, responsibility for supervising or guiding others.</p> <p>Exercise autonomy and judgement within limited parameters.</p>

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Appendix 2: Qualification Summary for LASER's Qualifications in Youth Work Practice (QCF)

Ofqual Qualification Numbers:	
LASER Level 2 Award in Youth Work Practice (QCF): 601/5565/6 LASER Level 2 Certificate in Youth Work Practice (QCF): 601/5567/X LASER Level 3 Certificate in Youth Work Practice (QCF): 601/5568/1 LASER Level 3 Diploma in Youth Work Practice (QCF): 601/5569/3	
Laser Learning Awards is a credit-based awarding organisation, regulated by Ofqual: the regulator of qualifications, examinations and assessments in England and vocational qualifications in Northern Ireland.	
Purpose and aim of qualifications	These QCF qualifications develop and recognise the knowledge and skills required by practicing Youth Support Workers and Young Leaders. The Level 2 Certificate and the Level 3 Certificate in Youth Work Practice meet the requirements for conferring occupational competence within the JNC framework for Youth Support Work roles. The Level 3 Diploma in Youth Work Practice provides additional learning and preparation for those seeking progression into Higher Education programmes leading to Professionally Qualified status.
Who is it for?	The Level 2 Award and the Level 2 Certificate in Youth Work Practice are available to learners aged 14+. The other 2 qualifications in the suite are only available for learners aged 16+.
Entry requirement	Learners must either be working with young people or have a substantial placement in a youth work setting, as a considerable amount of assessment is assessed through performance in the workplace. The suggested minimum requirement for working in a youth work setting is 3 hours per week for 6 months. Learners must have had a satisfactory Disclosure Barring Service check before embarking on the qualification units.
Rules of combination	<p>To achieve the LASER Level 2 Award in Youth Work Practice (QCF) the learner must achieve the 4 mandatory units from the Mandatory Unit Group, totalling 11 credits.</p> <p>To achieve the LASER Level 2 Certificate in Youth Work Practice (QCF) the learner must achieve a minimum of 26 credits. 23 credits must be taken from the 8 mandatory units in the Mandatory Unit Group A. The remaining 3 credits must be taken from units in the Optional Unit Group B. The credits from the additional unit in Group C will not contribute towards the qualification.</p> <p>To achieve the LASER Level 3 Certificate in Youth Work Practice (QCF) the learner must achieve a minimum of 27 credits. 24 credits must be taken from the 8 mandatory units in the Mandatory Unit Group A. The remaining 3 must be from the units in the Optional Group B. The credits from the additional unit in Group C will not contribute towards the qualification.</p> <p>In addition to the above requirements learners must undertake the units that comprise the Level 2 Award in Youth Work Practice (QCF) before progressing to their remaining choice of units for this qualification. The Level 2 Award in Youth Work Practice (QCF) units are:</p> <p>To achieve the LASER Level 3 Diploma in Youth Work Practice (QCF) the learner must achieve a minimum of 37 credits. 24 credits must be taken from the 8 mandatory units in the Mandatory Unit Group A. The remaining 13 credits must be taken from units in the Optional Unit Group B. The credits from the additional unit in Group C will not contribute towards the qualification.</p>
Units	Please follow the link to the unit lists and click on the unit titles.
Assessment	The qualifications are achieved by providing evidence covering the learning outcomes and assessment criteria of each unit. Details of assessment methods are contained within each unit. There is no external assessment: evidence is assessed and internally verified by the provider, and verified externally by LASER. See Assessment Strategy (Appendix 4)
Price	For LASER's price list, please click here .
Dates	Operational Start Date: 1st February 2015 Qualification Review Date: 31st January 2018
To deliver	Providers must be recognised by LASER. Click here to find details of Recognition procedures. Recognised Centres should contact their Qualification and Curriculum Reviewer to discuss delivery. Click here to find contact details.

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Appendix 3: Unit Lists

LASER Level 2 Award in Youth Work Practice (QCF) Qualification Number: 601/5565/6

Rules of Combination:

To achieve the LASER Level 2 Award In Youth Work Practice (QCF) the learner must achieve the 4 mandatory units from the Mandatory Unit Group, totalling 11 credits.

Ofqual Unit Code	LASER Unit Code	Unit Title	Unit Description	Unit Level	Unit Credit Value
F/506/9239	WJE067	Engaging And Communicating With Young People	Mandatory Unit	Level 2	2
J/506/9226	WJE065	Safeguarding In A Youth Work Setting	Mandatory Unit	Level 2	3
T/506/9206	WJE064	Theory Of Youth Work	Mandatory Unit	Level 2	4
M/506/9219	WJE066	Young People's Development	Mandatory Unit	Level 2	2

LASER Level 2 Certificate in Youth Work Practice (QCF) Qualification Number: 601/5567/X

Rules of Combination:

To achieve the LASER Level 2 Certificate In Youth Work Practice (QCF) the learner must achieve a minimum of 26 credits. 23 credits must be taken from the 8 mandatory units in the Mandatory Unit Group A. The remaining 3 credits must be taken from units in the Optional Unit Group B. The credits from the additional unit in Group C will not contribute towards the qualification.

Ofqual Unit Code	LASER Unit Code	Unit Title	Unit Description	Unit Level	Unit Credit Value
F/506/9239	WJE067	Engaging And Communicating With Young People	Mandatory Unit	Level 2	2
J/506/9212	WJE068	Group Work Within A Youth Work Setting	Mandatory Unit	Level 2	2
Y/506/9232	WJE071	Reflective Practice In A Youth Work Setting	Mandatory Unit	Level 2	2
J/506/9226	WJE065	Safeguarding In A Youth Work Setting	Mandatory Unit	Level 2	3
T/506/9206	WJE064	Theory Of Youth Work	Mandatory Unit	Level 2	4
M/506/9172	WJE070	Work-Based Practice In Youth Work	Mandatory Unit	Level 2	6
T/506/9240	WJE069	Working With Challenging Behaviour In Youth Work Settings	Mandatory Unit	Level 2	2
M/506/9219	WJE066	Young People's Development	Mandatory Unit	Level 2	2
A/506/9241	WJE075	Anti-Discriminatory Practice In Youth Work	Optional Unit B	Level 2	3
F/506/9502	WJE072	Key Principles And Values For Working With Young People Who Misuse Substances	Optional Unit B	Level 2	2

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R/506/9214	WJE073	Supporting Young People With Disabilities And Additional Learning Needs Within A Youth Work Setting	Optional Unit B	Level 2	3
Y/506/9215	WJE074	Supporting Young People's Recreation And Leisure Within A Youth Work Setting	Optional Unit B	Level 2	3
L/504/6160	WJE076	Employment Rights And Responsibilities	Optional Unit C	Level 2	3

LASER Level 3 Certificate in Youth Work Practice (QCF) Qualification Number: 601/5568/1

Rules of Combination:

To achieve the LASER Level 3 Certificate In Youth Work Practice (QCF) the learner must achieve a minimum of 27 credits. 24 credits must be taken from the 8 mandatory units in the Mandatory Unit Group A. The remaining 3 must be from the units in the Optional Group B. The credits from the additional unit in Group C will not contribute towards the qualification.

Ofqual Unit Code	LASER Unit Code	Unit Title	Unit Description	Unit Level	Unit Credit Value
F/506/9239	WJE067	Engaging And Communicating With Young People	Mandatory Unit	Level 2	2
A/506/9501	WJE077	Group Work Within A Youth Work Setting	Mandatory Unit	Level 3	3
A/506/9238	WJE079	Reflective Practice In A Youth Work Setting	Mandatory Unit	Level 3	2
J/506/9226	WJE065	Safeguarding In A Youth Work Setting	Mandatory Unit	Level 2	3
T/506/9206	WJE064	Theory Of Youth Work	Mandatory Unit	Level 2	4
K/506/9218	WJE082	Work-Based Practice In Youth Work	Mandatory Unit	Level 3	6
A/506/9420	WJE078	Working With Challenging Behaviour In Youth Work Settings	Mandatory Unit	Level 3	2
M/506/9219	WJE066	Young People's Development	Mandatory Unit	Level 2	2
H/506/9217	WJE108	Anti-Discriminatory Practice In Youth Work	Optional Unit Group B	Level 3	3
J/506/9503	WJE088	Detached And Outreach Youth Work - Practice	Optional Unit Group B	Level 3	3
A/506/9207	WJE081	Detached And Outreach Youth Work - Understanding And Knowledge	Optional Unit Group B	Level 3	4
L/506/9180	WJE107	Effective Outcomes-Based Youth Work	Optional Unit Group B	Level 3	2
L/506/9177	WJE104	Exploring Faith And Community Values Within A Youth Work Setting	Optional Unit Group B	Level 3	3
J/506/9209	WJE085	Facilitate The Learning And Development Of Young People Through Mentoring	Optional Unit Group B	Level 3	4
A/506/9174	WJE103	Facilitating Youth Trips And Residentials	Optional Unit Group B	Level 3	6

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M/506/9236	WJE084	Implementing Exchange Programmes In A Youth Work Setting	Optional Unit Group B	Level 3	6
D/506/9216	WJE080	Interviewing Skills For Work With Young People	Optional Unit Group B	Level 3	3
Y/506/9179	WJE106	Managing A Budget Within A Youth Work Setting	Optional Unit Group B	Level 3	2
R/506/9178	WJE105	Managing Performance In A Youth Work Setting	Optional Unit Group B	Level 3	3
A/506/9210	WJE086	Principles Of Supporting Young People In Relation To Sexual Health And Risk Of Pregnancy	Optional Unit Group B	Level 3	2
D/506/9197	WJE092	Referrals And Signposting In Youth Work Settings	Optional Unit Group B	Level 3	3
K/506/9235	WJE110	Supervision In The Youth Work Context	Optional Unit Group B	Level 3	4
T/506/9500	WJE089	Support Young People To Achieve Their Learning Potential	Optional Unit Group B	Level 3	3
T/506/9223	WJE096	Support Young People To Develop, Implement And Review A Plan Of Action	Optional Unit Group B	Level 3	2
F/506/9211	WJE087	Support Young People Who Are Asylum Seekers	Optional Unit Group B	Level 3	3
H/506/9184	WJE090	Support Young People Who Are Looked After Or Are Leaving Care	Optional Unit Group B	Level 3	3
K/506/9185	WJE093	Support Young People Who Are Not In Employment, Education Training Or Excluded From School	Optional Unit Group B	Level 3	3
Y/506/9196	WJE091	Support Young People's Transition To Independence	Optional Unit Group B	Level 3	2
L/506/9423	WJE109	Supporting Young People With Disabilities And Additional Learning Needs Within A Youth Work Setting	Optional Unit Group B	Level 3	3
F/506/9225	WJE100	Understand How To Manage Staff In A Youth Work Setting	Optional Unit Group B	Level 3	3
M/506/9222	WJE097	Understand How Youth Work Can Support Young People Who Are Experiencing Poverty	Optional Unit Group B	Level 3	3
K/506/9221	WJE098	Understand How Youth Work Can Support Young People Who Misuse Substances	Optional Unit Group B	Level 3	2
H/506/9220	WJE095	Understand How Youth Work Can Support Young People With Mental Health Problems	Optional Unit Group B	Level 3	2
L/506/9227	WJE099	Understand How Youth Work Supports Young People Who Are Lesbian, Gay, Bisexual Or Transgender	Optional Unit Group B	Level 3	2
F/506/9208	WJE083	Understanding Exchange Programmes In A Youth Work Setting	Optional Unit Group B	Level 3	5
F/506/9175	WJE101	Work Effectively With Vulnerable Young People	Optional Unit Group B	Level 3	3

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H/506/9234	WJE094	Work With Young People To Reduce Involvement In Anti-Social And/Or Criminal Activities	Optional Unit Group B	Level 3	3
J/506/9176	WJE102	Young People's Participation In Youth Work	Optional Unit Group B	Level 3	3
L/504/6160	WJE076	Employment Rights And Responsibilities	Optional Unit Group C	Level 2	3

LASER Level 3 Diploma in Youth Work Practice (QCF) Qualification Number: 601/5569/3

Rules of Combination:

To achieve the LASER Level 3 Diploma In Youth Work Practice (QCF) the learner must achieve a minimum of 37 credits. 24 credits must be taken from the 8 mandatory units in the Mandatory Unit Group A. The remaining 13 credits must be taken from units in the Optional Unit Group B. The credits from the additional unit in Group C will not contribute towards the qualification.

Ofqual Unit Code	LASER Unit Code	Unit Title	Unit Description	Unit Level	Unit Credit Value
F/506/9239	WJE067	Engaging And Communicating With Young People	Mandatory Unit	Level 2	2
A/506/9501	WJE077	Group Work Within A Youth Work Setting	Mandatory Unit	Level 3	3
A/506/9238	WJE079	Reflective Practice In A Youth Work Setting	Mandatory Unit	Level 3	2
J/506/9226	WJE065	Safeguarding In A Youth Work Setting	Mandatory Unit	Level 2	3
T/506/9206	WJE064	Theory Of Youth Work	Mandatory Unit	Level 2	4
K/506/9218	WJE082	Work-Based Practice In Youth Work	Mandatory Unit	Level 3	6
A/506/9420	WJE078	Working With Challenging Behaviour In Youth Work Settings	Mandatory Unit	Level 3	2
M/506/9219	WJE066	Young People's Development	Mandatory Unit	Level 2	2
H/506/9217	WJE108	Anti-Discriminatory Practice In Youth Work	Optional Unit Group B	Level 3	3
J/506/9503	WJE088	Detached And Outreach Youth Work - Practice	Optional Unit Group B	Level 3	3
A/506/9207	WJE081	Detached And Outreach Youth Work - Understanding And Knowledge	Optional Unit Group B	Level 3	4
L/506/9180	WJE107	Effective Outcomes-Based Youth Work	Optional Unit Group B	Level 3	2
L/506/9177	WJE104	Exploring Faith And Community Values Within A Youth Work Setting	Optional Unit Group B	Level 3	3
J/506/9209	WJE085	Facilitate The Learning And Development Of Young People Through Mentoring	Optional Unit Group B	Level 3	4
A/506/9174	WJE103	Facilitating Youth Trips And Residentials	Optional Unit Group B	Level 3	6

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M/506/9236	WJE084	Implementing Exchange Programmes In A Youth Work Setting	Optional Unit Group B	Level 3	6
D/506/9216	WJE080	Interviewing Skills For Work With Young People	Optional Unit Group B	Level 3	3
Y/506/9179	WJE106	Managing A Budget Within A Youth Work Setting	Optional Unit Group B	Level 3	2
R/506/9178	WJE105	Managing Performance In A Youth Work Setting	Optional Unit Group B	Level 3	3
A/506/9210	WJE086	Principles Of Supporting Young People In Relation To Sexual Health And Risk Of Pregnancy	Optional Unit Group B	Level 3	2
D/506/9197	WJE092	Referrals And Signposting In Youth Work Settings	Optional Unit Group B	Level 3	3
K/506/9235	WJE110	Supervision In The Youth Work Context	Optional Unit Group B	Level 3	4
T/506/9500	WJE089	Support Young People To Achieve Their Learning Potential	Optional Unit Group B	Level 3	3
T/506/9223	WJE096	Support Young People To Develop, Implement And Review A Plan Of Action	Optional Unit Group B	Level 3	2
F/506/9211	WJE087	Support Young People Who Are Asylum Seekers	Optional Unit Group B	Level 3	3
H/506/9184	WJE090	Support Young People Who Are Looked After Or Are Leaving Care	Optional Unit Group B	Level 3	3
K/506/9185	WJE093	Support Young People Who Are Not In Employment, Education Training Or Excluded From School	Optional Unit Group B	Level 3	3
Y/506/9196	WJE091	Support Young People's Transition To Independence	Optional Unit Group B	Level 3	2
L/506/9423	WJE109	Supporting Young People With Disabilities And Additional Learning Needs Within A Youth Work Setting	Optional Unit Group B	Level 3	3
F/506/9225	WJE100	Understand How To Manage Staff In A Youth Work Setting	Optional Unit Group B	Level 3	3
M/506/9222	WJE097	Understand How Youth Work Can Support Young People Who Are Experiencing Poverty	Optional Unit Group B	Level 3	3
K/506/9221	WJE098	Understand How Youth Work Can Support Young People Who Misuse Substances	Optional Unit Group B	Level 3	2
H/506/9220	WJE095	Understand How Youth Work Can Support Young People With Mental Health Problems	Optional Unit Group B	Level 3	2
L/506/9227	WJE099	Understand How Youth Work Supports Young People Who Are Lesbian, Gay, Bisexual Or Transgender	Optional Unit Group B	Level 3	2
F/506/9208	WJE083	Understanding Exchange Programmes In A Youth Work Setting	Optional Unit Group B	Level 3	5
F/506/9175	WJE101	Work Effectively With Vulnerable Young People	Optional Unit Group B	Level 3	3

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H/506/9234	WJE094	Work With Young People To Reduce Involvement In Anti-Social And/Or Criminal Activities	Optional Unit Group B	Level 3	3
J/506/9176	WJE102	Young People's Participation In Youth Work	Optional Unit Group B	Level 3	3
L/504/6160	WJE076	Employment Rights And Responsibilities	Optional Unit Group C	Level 2	3

As well as consulting this document, providers must also check LASER's essential information regarding the availability of all LASER's qualifications and units, including withdrawal notifications. LASER's 'Qualification and Unit Announcements' are available [here](#).

Appendix 4: Assessment Strategy



Assessment Strategy

Awards, Certificates and Diplomas in Youth Work Practice and Youth Work Practice (Wales)

Level 2 & Level 3

Final Version January 2017

LASER Qualifications in Youth Work Practice (QCF)

Introduction

The National Youth Agency Education Training Standards Committee (ETS) England and ETS Wales are responsible for the development and endorsement of youth work qualifications in England and Wales based on the National Occupational Standards in partnership with Awarding Organisations/Bodies (AO/Bs²). ETS England and ETS Wales have developed an assessment strategy for all AO/Bs that are awarding the Youth Work in Practice and Youth Work in Practice (Wales) qualifications. This assessment strategy sets standardised and consistent quality assurance expectations for AO/Bs.

The strategy has been developed in consultation with the Youth and Community sector and by agreement with AO/Bs. It provides overarching principles for AO/Bs to use and covers:

- how external quality control of assessment will be achieved;
- a definition of those aspects of the standards which must always be assessed through performance in the workplace;
- the extent to which simulated working conditions can be used to assess competence;
- occupational expertise requirements for trainers and assessors and those providing quality assurance.

The strategy complements the regulatory requirements that AO/Bs must meet when awarding qualifications as required by Ofqual in England and Qualifications Wales.

ETS England and ETS Wales work in partnership with the AO/Bs to meet their quality assurance expectations in relation to the Level 2 and 3 Youth Work Practice qualifications. Further guidance and support can be provided on request.

1. Knowledge based units of assessment

ETS England and ETS Wales, sector-based organisations and AO/Bs have developed level 2 and level 3 Youth Work Practice and Youth Work Practice (Wales) qualifications, underpinned by knowledge and competency learning, which enable youth workers to work effectively within the sector. The qualifications are informed by the National Occupational Standards for Youth Work (2012).

Assessment methods for the knowledge based units will be developed by AO/Bs which are proportionate to the level and breadth of knowledge. They should use resources effectively and be contextualised to workplace practices.

Theory of Youth work is a knowledge-based unit and must be assessed accordingly.

2. Competency based units of assessment

The Assessment Strategy requires the AO/Bs to provide detail to ETS England and ETS Wales on each of the following listed below:

Quality assurance

The exact process and frequency of the quality assurance activities, including visits, will be determined following risk assessment by the AO/Bs. Where possible, AO/Bs should promote to the

² The acronym AO/Bs is used throughout to describe Awarding Organisations in England and Awarding Bodies in Wales

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centres the value of rotating those individuals who are undertaking quality assurance internally to encourage standardisation, independence of assessment and the sharing of good practice.

Risk assessment

AO/Bs should take an approach to their centres based on an assessment of risk with respect to the quality and consistency of assessment. AO/Bs should ensure that a risk assessment has been carried out of each approved centre and that appropriate mechanisms are in place to ensure the reliability of the assessment.

Awarding organisation/body meetings

ETS England and ETS Wales will arrange annual meetings with AO/Bs, the aim of which will be to identify and share good practice and promote consistency. This could include exploring use of simulation and knowledge evidence.

3. Workplace assessment

The Assessment Strategy is based on the principles that for assessment of competency:

- the workplace is the primary assessment location;
- the primary source of evidence will come from naturally occurring workplace activities and products, produced under normal working conditions.

Assessment evidence should, wherever possible, be holistic. This means that rather than collecting individual pieces of evidence for each assessment criterion, learners should gather evidence to illustrate knowledge, understanding and competence:

- across units that naturally link together;
- where self-evaluation and working with others is required, the evidence may be collected within the normal workplace requirements;
- performance evidence will be gathered, wherever possible, from naturally occurring evidence collected in the workplace;
- evidence must be authentic, current, sufficient, fit for purpose and valid.

Workplace evidence may be collected in the context of full time, part time, casual or voluntary employment. Assessment may also be undertaken in a 'work placement' (i.e. full time learners placed into a work environment for an appropriate period of time or on a regular basis).

4. Use of simulation

Exceptionally, use of simulation is permitted under a number of circumstances to assess competence:

- where a unit is primarily based on underpinning knowledge but can be contextualised to the workplace within a competency qualification;
- where a lack of opportunity for workplace assessment may be a barrier to a learner accessing or achieving an Award, Certificate or Diploma in Youth Work Practice or Youth Work Practice (Wales);
- where specific adjustments for a given learner prevent access to the workplace or to activities designed to assess learning;
- where there may be issues of confidentiality / safeguarding for young people.

Where simulation is used, it should be designed to ensure that:

- the learner is required to use materials and, where relevant, equipment found and used within the workplace environment;
- the learner is provided by the centre with information, advice and guidance in line with what would be provided in the workplace in the specific context;
- the physical environment and situation replicates the workplace environment in which the skills are used.

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- other people with whom the learner interacts in undertaking the assessed activity behave 'in character' for the given situation.

Work based practice units cannot be assessed via simulation.

5. Occupational expertise of trainers, assessors and those assuring quality

ETS England and ETS Wales acknowledge the vital role that trainers, assessors and those assuring quality have in maintaining the integrity of vocational qualifications. AO/Bs and other stakeholders have to have confidence in the actions and decisions of trainers, assessors and those assuring quality.

For existing centres, please also refer to section 7 transition process.

Trainers must:

- For the delivery of Theory of Youth Work and Work Based Practice units, be a JNC Professionally Qualified Youth Work practitioner, having undertaken a recognised professional qualification in youth work as identified by NYA or ETS Wales.³;
- for the delivery of Youth Work Theory and Work Based Practice units, have a minimum of three years practice experience. The remaining units should be delivered by experienced practitioners with expertise in the subject area;
- have a sound understanding of National Occupational Standards for Youth Work;
- have a sound understanding of the requirements for assessment within Ofqual/Qualifications Wales;
- be able to evidence continued professional development, including fieldwork⁴ activities, within the last 3 years.

Additionally for Wales, trainers must:

- hold a recognised learning delivery/teaching qualification and/or have experience of delivering learning;
- be registered with the Education Workforce Council as a tutor, trainer or lecturer in the FE Sector where relevant.

Assessors must:

- for the assessment of Theory of Youth Work and Work Based Practice units, hold a recognised Youth Work (JNC) professional qualification with a minimum of three years' practice experience, with field work experience in the context of youth work, community work, community education or the voluntary community sector, and have relevant experience across the youth and community sector in a capacity recognised by the JNC/ETS within the last 3 years⁵
- for qualification assessment excluding assessment of Theory of Youth Work and Work Based Practice units, hold a Level 3 in Youth Work Practice (JNC) qualification with a minimum of three years' practice experience, with field work experience in the context of youth work, community work, community education or the voluntary community sector and/or have broader relevant experience across the youth and community sector in a capacity recognised by the JNC/ETS within the last 3 years;
- have a sound understanding of the National Occupational Standards for Youth Work;

³ A current list of all recognised JNC qualifications in England and Wales is on the NYA website www.nya.org.uk and ETS Wales website www.ets.wales

⁴ This could include, for example, youth work practice, supervision of practitioners or training delivery.

⁵ This could include, for example, youth work practice, supervision of practitioners or training delivery

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- have a sound understanding of the requirements for assessment within Ofqual/Qualifications Wales;
- hold or be working towards a recognised assessor qualification** ^ (i.e. D32/33, A1)
- be committed to, and able to evidence, further training and development.

Those **internally assuring quality** must:

- hold a JNC Professional Youth Work qualification and three years' practice experience, with field work experience in the context of youth work, community work, community education or the voluntary community sector, and/or have broader relevant experience across the youth and community sector in a capacity recognised by the JNC/ETS within the last 3 years.
- have recent experience (within the last three years) of internal quality assurance preferably within an occupational area with relevance to youth work;
- have a sound understanding of the National Occupational Standards for Youth Work;
- have a sound understanding of the requirements for assessment within Ofqual /Qualifications Wales;
- hold or be working towards an Internal Quality Assurance qualification (i.e. D.34, V1);
- be committed to, and able to evidence, further training and development.

Those **externally assuring quality** must:

- hold a JNC Professional Youth Work qualification and three years' fieldwork experience of working in the context of youth work, community work, community education or the voluntary community sector, and/or have broader relevant experience across the youth and community work sector in a capacity recognised by the JNC/ETS⁶ within the last 3 years
- have recent experience (within the last three years) of external quality assurance within the occupational area with relevance to youth work;
- have a sound understanding of the National Occupational Standards for Youth Work;
- have a sound understanding of the requirements for assessment within Ofqual / Qualifications Wales;
- hold or be working towards an external quality assurance qualification;
- be committed to, and able to evidence, further training and development.

Minimum Qualification Requirements for JNC Youth Work Practice Qualifications			
Units	Trainers / assessors	Internal QA	External QA
Theory of Youth Work	JNC Professional Youth Worker	JNC Professional Youth Worker	JNC Professional Youth Worker
Work-based Practice	JNC Professional Youth Worker		
Mandatory units L2	JNC YSW Level 3		
Mandatory units L3	JNC YSW Level 3		
Optional units L2&3	Relevant qualification/expertise*		
*Some optional units are youth-work-related so need a qualified youth worker while others may be specialist units (e.g. substance misuse/sexual health) where an expert in that particular area would be better qualified.			

⁶ Experience would need to be mapped to NOS for youth work as part of an individual recognition process undertaken by ETS England.

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6. Review and evaluation of the strategy

ETS England and ETS Wales and the AO/B will regularly monitor the effectiveness of the Assessment Strategy. It will be reviewed annually and revised, where necessary.

Mechanisms will be established through the AO/Bs annual meetings with ETS England and ETS Wales to enable AO/Bs to provide feedback that will assist in the review and evaluation of the Assessment Strategy. The feedback will also be used to review assessment and quality assurance practices, identify and promulgate good practice and inform improvement to the strategy and to future revisions to NOS and qualifications.

7. Transition Process

ETS England and ETS Wales recognises the need for AO/Bs and awarding centres to review and plan for the above changes in delivery of the Youth Work in Practice qualifications. It would be expected that by September 2017 all trainers and assessors are working to the standards outlined above.

ETS England has agreed to recognise the qualifications and experience of a small number of youth sector personnel that have been involved in the delivery of youth work training prior to the establishment of the above criteria on completion of an individual recognition process against National Occupational Standards for Youth Work. While these individuals may not meet the JNC criteria above, their service will be recognised so as not to disadvantage them unfairly. This recognition will be 'personal to holder' and will not confer JNC qualified status.

ETS England requires all assessors, internal and external quality assurers to have gained the relevant qualifications as detailed above within 24 months of being approved to deliver the qualifications.

ETS England and ETS Wales require AO/Bs to make available, on request, information relating to the competence of staff involved in delivering, assessing and internally and externally quality assuring the youth work practice qualifications. This includes:

- youth work qualifications
- youth work experience
- assessor, internal and external quality assurance experience
- assessor, internal and external quality assurance qualifications
- training qualifications
- training experience.

Copies of qualification certificates must be made available on request.

** Individuals that do not hold a recognised qualification will be expected to obtain one within 24 months of approval.

^^ Individuals that do not hold a recognised qualification must have their assessment/moderation decisions countersigned by a qualified member of staff.