Assessing

Laser Learning Awards

LASER supports its approved 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 approved (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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Qualification Overview - Level 3

OFQUAL QUALIFICATION NUMBERS

600/6266/6	LASER Level 3 Award in Understanding the Principles and Practices of Assessment
600/6264/2	LASER Level 3 Award in Assessing Competence in the Work Environment
600/6265/4	LASER Level 3 Award in Assessing Vocationally Related Achievement
600/6267/8	LASER Level 3 Certificate in Assessing Vocational Achievement

Laser Learning Awards is an awarding organisation regulated by Ofqual, the regulator of qualifications, examinations and assessments in England.

PURPOSE AND AIM OF QUALIFICATIONS	To support candidates in acquiring the knowledge, understanding and skills that underpin occupational competence in assessment.
WHO IS IT FOR?	Teaching staff aged 19 years or older.
ENTRY REQUIREMENTS	There are no specific entry requirements but candidates must be engaged in assessing learner work if the units of assessment they are undertaking require this.
RULES OF COMBINATION	To achieve the LASER Level 3 Award in **Understanding the Principles and Practices of Assessment** the learner must achieve the one mandatory 3 credit unit specified.
	To achieve the LASER Level 3 Award in **Assessing Competence in the Work Environment** the learner must achieve the two mandatory units specified. Both units must be achieved, totalling 9 credits.
	To achieve the LASER Level 3 Award in **Assessing Vocationally Related Achievement** the learner must achieve the two mandatory units specified. Both units must be achieved, totalling 9 credits.
	To achieve the LASER Level 3 Certificate in **Assessing Vocational Achievement** the learner must achieve the three mandatory units specified. All three units must be achieved, totalling 15 credits.
UNITS	Please follow the link to the **units list** 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.
PRICE	For LASER's price list, please click **here**.
DATES	Operational Start Date: 1 August 2012 Qualifications Review Date: 31 July 2026
TO DELIVER	Centres must meet LASER's requirements for centre recognition and qualification approval. **Click here** for details of how to become an Approved Centre. Requirements include those around teaching and learning resources, staffing, course and venues, record keeping, delivery, assessment, and quality assurance.
	To deliver, A 'New Programme-Provider Course Notification Form' must be completed. Once approved, centres can download necessary forms from the **Quartz Web Portal**. This resource includes a range of information and guidance as well as providing access to secure web-based functions, designed to make the administration and assessment of qualifications simple and efficient.

1. About the Qualification(s)

There are four LASER qualifications in 'Assessing'. These qualifications are regulated by Ofqual and sit on the Regulated Qualifications Framework (RQF):

- three Level 3 Awards for assessors
- one Level 3 Certificate for assessors

These qualifications replace the regulated QCF assessor qualifications of the same titles.

A short Qualification Summary outlining the qualifications is provided in **Qualification Overview**.

To offer these qualifications, a centre must be approved by LASER. For further information about becoming an Approved Centre or working in partnership with an Approved Centre please visit our website.

Centres must gain approval before starting to deliver this qualification. An **Approval to Deliver form** can be downloaded from our website and existing approved centres must also complete a New Course Notification Form which is available via our **Quartz Web Portal**. There are further requirements for Assessment Design, please see **Section 3.2**. for further details. Full details of all LASER requirements are provided in the LASER centre handbook which is also available via our **Quartz Web Portal**.

LASER recommends that all Tutors and Assessors delivering this qualification are experienced, 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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2. Offering the Qualification(s)

2.1 AIMS AND OBJECTIVES

The four LASER qualifications in Assessing are intended to support candidates in acquiring the knowledge, understanding and skills that underpin occupational competence in assessment. They are closely linked to the National Occupational Standards (NOS) developed for these roles by LLUK and confer qualified status in the area to which the qualification title refers.

2.2 TARGET GROUP

The qualifications are approved for teaching staff aged 19 years or older.

The LASER Level 3 Award in Understanding the Principles and Practices of Assessment is for those who wish to gain an understanding of the principles and practice of assessment without any need to practice as assessors.

The LASER Level 3 Award in Assessing Competence in the Work Environment is for those who assess occupational competence in an individual's work environment.

 The LASER Level 3 Award in Assessing Vocationally Related Achievement is for those who assess vocational

skills, knowledge and understanding in a workshop, classroom or other training environment rather than assessing competence in a work environment.

The LASER Level 3 Certificate in Assessing Vocational Achievement will be appropriate for those whose role involves the assessment of both occupational competence and vocationally related achievement.

2.3 ENTRY REQUIREMENTS

There are no specific entry requirements but there are requirements of candidates seeking to undertake certain units:

- Candidates undertaking the assessment unit titled 'Assess occupational competence in the work environment' must be engaged in the assessment of learner's in the workplace.

- Candidates undertaking the assessment unit titled 'Assess vocational skills, knowledge and understanding' must be engaged in the assessment of vocational skills, knowledge and understanding in a workshop, classroom or other training environment.

- N.B. Candidates undertaking the knowledge unit titled 'Understanding the principles and practices of assessment' DO NOT have to be assessing learner work.

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2.4 ACHIEVING THE QUALIFICATION(S)

To achieve one of the LASER qualifications in assessing, the candidate must study one or more mandatory units of assessment (depending on the qualification) and achieve a specified value of 'credit' by meeting the assessment criteria for the unit(s) of assessment.

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

Please note that there are only 3 units in total across all four qualifications. See **Section 2.7** for more information.

Rules of Combination:

LASER Level 3 Award in Understanding the Principles and Practices of Assessment
Qualification Number: 600/6266/6

To achieve the LASER Level 3 Award in Understanding the Principles and Practices of Assessment the learner must achieve the 3 credit single mandatory unit.

LASER Level 3 Award in Assessing Competence in the Work Environment
Qualification Number: 600/6264/2

To achieve the LASER Level 3 Award in Assessing Competence in the Work Environment the learner must achieve all 2 mandatory units, totalling 9 credits.

LASER Level 3 Award in Assessing Vocationally Related Achievement
Qualification Number: 600/6265/4

To achieve the LASER Level 3 Award in Assessing Vocationally Related Achievement the learner must achieve all 2 mandatory units, totalling 9 credits.

LASER Level 3 Certificate in Assessing Vocational Achievement
Qualification Number: 600/6267/8

To achieve the LASER Level 3 Certificate in Assessing Vocational Achievement the learner must achieve all 3 mandatory units, totalling 15 credits.

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2.5 TOTAL QUALIFICATION TIME AND GUIDED LEARNING HOURS

QUALIFICATION TITLE	CREDIT VALUE	GUIDED LEARNING HOURS (GLH)	TOTAL QUALIFICATION TIME* (TQT)
LASER Level 3 Award in Understanding the Principles and Practices of Assessment	3	24	30
LASER Level 3 Award in Assessing Competence in the Work Environment	9	54	90
LASER Level 3 Award in Assessing Vocationally Related Achievement	9	54	90
LASER Level 3 Certificate in Assessing Vocational Achievement	15	84	150

* Total Qualification Time represents an estimate of the total amount of time that a learner could reasonably expect to devote to successfully achieving the qualification. Total Qualification Time (TQT) is made up of Guided Learning hours (GLH) and Additional Hours (AH).

Values for Total Qualification Time, including Guided Learning, are calculated by considering the different activities that Learners would typically complete to achieve and demonstrate the learning outcomes of a qualification. They do not include activities which are required by a Learner's Teacher based on the requirements of an individual Learner and/or cohort. Individual Learners' requirements and individual teaching styles mean there will be variation in the actual time taken to complete a qualification. Values for Total Qualification Time, including Guided Learning, are estimates.

Some examples of activities which can contribute to Total Qualification Time include

- Independent and unsupervised research/learning
- Unsupervised compilation of a portfolio of work experience
- Unsupervised e-learning
- Unsupervised e-assessment
- Unsupervised coursework
- Watching a pre-recorded podcast or webinar
- Unsupervised work-based learning
- All Guided Learning

Diagrammatical Representations of the Rules of Combination for Assessor qualifications

Learners are required to complete **3** credits to achieve

LASER Level 3 Award in Understanding the Principles and Practices of Assessment

Understanding
The Principles And Practices
Of Assessment

3 credits

Learners are required to complete **9** credits to achieve

LASER Level 3 Award in Assessing Competence in the Work Environment

Understanding
The Principles And Practices
Of Assessment

3 credits

Assess Occupational
Competence In The Work
Environment

6 credits

All units within this qualification are mandatory.

Learners are required to complete **9** credits to achieve

LASER Level 3 Award in Assessing Vocationally Related Achievement

Understanding
The Principles And Practices
Of Assessment

3 credits

Assess Vocational Skills,
Knowledge
And Understanding

6 credits

All units within this qualification are mandatory.

Learners are required to complete **15** credits to achieve

LASER Level 3 Certificate in Assessing Vocational Achievement

Understanding
The Principles And Practices
Of Assessment

3 credits

Assess Occupational
Competence In The Work
Environment

6 credits

Assess Vocational Skills,
Knowledge
And Understanding

6 credits

All units within this qualification are mandatory.

Some examples of activities which can contribute to Guided Learning include:

- Classroom-based learning supervised by a Teacher
- Work-based learning supervised by a Teacher
- Live webinar or telephone tutorial with a Teacher in real time
- E-learning supervised by a Teacher in real time
- All forms of assessment which take place under the Immediate Guidance or Supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training, including where the assessment is competence-based and may be turned into a learning opportunity.

2.6 LANGUAGE REQUIREMENTS

These qualifications are only available in English.

2.7 PROGRESSION OPPORTUNITIES

The LASER qualifications in Assessing may form part of successful candidates' portfolio of teaching qualifications and/or Continuous Professional Development qualifications. They may also enable progression within employment.

Successful candidates may want to progress from an assessor to internal quality assurance role, and if appropriate, over time, to an external quality assurance role.

Candidates may want to progress on to another qualification within the suite, having achieved one.

These four qualifications are 'nested' so it is simple for successful candidates to use a unit already achieved to contribute towards the achievement of a second qualification where there is an overlap in the units contained within the rules of combination. Overlap in the units is as follows:

UNIT TITLE	QUALIFICATIONS IN WHICH UNIT APPEARS
D/601/5313: Understanding the principles and practices of assessment	- Level 3 Award in Understanding the Principles and Practices of Assessment - Level 3 Award in Assessing Competence in the Work Environment - Level 3 Award in Assessing Vocationally Related Achievement - Level 3 Certificate in Assessment Vocational Achievement
H/601/5314: Assess occupational competence in the work environment	- Level 3 Award in Assessing Competence in the Work Environment - Level 3 Certificate in Assessment Vocational Achievement
F/601/5319: Assess vocational skills, knowledge and understanding	- Level 3 Award in Assessing Vocationally Related Achievement - Level 3 Certificate in Assessment Vocational Achievement

3. How the Qualification(s) will be Assessed

3.1 OVERVIEW

The qualifications are assessed by the centre and are subject to LASER's requirements for quality assurance. Once approved as a Laser Centre simply log on to the **Quartz Web Portal**[1] which offers a full resource bank of quality information, including the latest LASER Assessment Guidance.

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 and approved by LASER, mapped to the assessment criteria. Satisfactory completion of the tasks and compilation of the portfolio will provide evidence that the candidate has met the requirements of the qualification. One piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion. Remote observation is not acceptable for assessment purposes; the assessor and the trainee must be in the same location at the same time when observations are being carried out.

The centre must assess the candidate 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.

In gathering evidence for these qualifications, an unqualified trainee assessor/IQA is not allowed to assess another unqualified assessor/IQA.

Assessment guidance specific to each unit is stated on the unit of assessment itself. To view the unit content, click on the unit titles listed in **Section 2.4**.

Guidance on simulations - Simulations in the assessor or internal quality assurer role are only permitted for the units 'Understanding the principles and practices of assessment' and 'Understanding the principles and practices of internally assuring the quality of assessment' where the learner is not assessing or quality assuring learner work. The candidate needs to identify what would be required even though they are not putting it into practice. Simulation of the work being assessed can only occur as part of the evidence for the unit 'Assess vocational skills, knowledge and understanding' where the candidate needs a learner to produce an artefact/carry out an activity etc. against which they can make assessment judgements.

Level Descriptors are provided in **Appendix 1**. It is recommended that tutors familiarise candidates with these, to ensure their work is presented at the appropriate level. Benchmark assessment tasks are available from LASER on request. These are an important guide to providers to indicate level, depth of knowledge and competence to be evidenced at the different levels. Providers may use these benchmark assessment tasks in addition to any tasks which they wish to develop. Assessment must be valid, reliable and sufficient to meet the outcome. 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

LASER recommends using a Tutor Assessment Planning Sheet 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 LASER Quality and Curriculum 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.

All assessment methods must be suitably evidenced, and templates for assessors' use are all available in the Document section of the **Quartz Web Portal**. Note particularly the use of a group witness or individual witness statement, to be used in conjunction with a list of questions or discussion prompts, or sample recordings, when the methods 'group discussion' or 'oral question and answer' are used.

It is acceptable for the evidence to be held in a mixture of places, for example in a learner file and/or tutor file or on an intranet using a specific learner programme. If this is the case, it must be clear for each learner precisely where the information is held, by using one record sheet such as the Individual Learner Record, and that the evidence is complete. Electronic evidence must be available to LASER Quality and Curriculum Reviewers when requested.

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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

All those who assess these qualifications must:

- already hold the qualification (or previous equivalent qualification) they are assessing and have successfully assessed learners for other qualifications; if assessing quality assurance roles, they must have experience as a qualified quality assurance practitioner of carrying out internal or external quality assurance of qualifications for a minimum of two assessors.

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[1] All Approved Centres have access to the **Quartz Web Portal**.

- have up-to-date working knowledge and experience of best practice in assessment and quality assurance

- hold one of the following qualifications or their recognised equivalent:
  - the Level 3 Award in Assessing Competence in the Work Environment or
  - the 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.

All those who quality assure these qualifications internally must:

- 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:
  - the Level 3 Award in Assessing Competence in the Work Environment, or
  - the 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:
  - the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice, or
  - the 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.

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6. Quality Assurance of the Qualification(s)

Approved centres must implement the internal quality assurance arrangements detailed in the LASER Centre Handbook. To access this simply logon to the **Quartz Web Portal** and visit the Document section. The LASER Quality and Curriculum Reviewer will regularly monitor compliance with these requirements. The Quality and Curriculum 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.

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[2] All approved centres have access to the **Quartz Web Portal**.

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 the award of credit to learners. Credit is then awarded by LASER as appropriate.

6.1 DIRECT CLAIMS STATUS (DCS)

Direct Claims Status (DCS) can be awarded when a centre has one or more Approved Internal Quality Assurers (AIQA) for the appropriate sector or course(s). These centres can claim the award of credit directly from LASER. An application for **Direct Claims Status** must be made by the individual holding AIQA status and must show evidence of good verification practice at the centre for which the application is made. When an AIQA leaves an organisation, DCS does not automatically transfer to any new centre. An application must be made in conjunction with the new centre.

AIQA and DCS status is monitored by the Quality and Curriculum Reviewer and can be withdrawn by LASER at any time if quality systems are not effective.

6.2 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 hold 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 IQA 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. Where units are common to other awarding organisations' qualifications, LASER will work collaboratively to make sure standardisation requirements as set out in the Regulated Qualifications Framework and Ofqual's General Conditions of Recognition are met.

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.

6.3 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.

Appendix 1: Ofqual Level Descriptors – Level 3

LEVEL	KNOWLEDGE (THE HOLDER ….)	SKILLS (THE HOLDER CAN …..)
Level 3	Has factual, procedural and theoretical knowledge and understanding of a subject or field of work to complete tasks and address problems that while well-defined, may be complex and non-routine. Can interpret and evaluate relevant information and ideas. Is aware of the nature of the area of study or work. Is aware of different perspectives or approaches within the area of study or work.	Identify, select and use appropriate cognitive and practical skills, methods and procedures to address problems that while well-defined, may be complex and non-routine. Use appropriate investigation to inform actions. Review how effective methods and actions have been.

Appendix 2: Unit List

For more information on unit content for Assessor qualifications, please click below:

| LASER Level 3 Award in Understanding the Principles and Practices of Assessment | OFQUAL CODE: 603/2810/1 | > |

| LASER Level 3 Award in Assessing Competence in the Work Environment | OFQUAL CODE: 603/2811/3 | > |

| LASER Level 3 Award in Assessing Vocationally Related Achievement | OFQUAL CODE: 603/2812/5 | > |

| LASER Level 3 Certificate in Assessing Vocational Achievement | OFQUAL CODE: 603/2812/5 | > |

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 on our website.

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