ENROLLING NOW

Level 3 Award in Assessing Competence in the Work Environment

VTCT Skills Level 3 Award in Assessing Competence in the Work Environment · Ofqual 500/9756/8 · VTCT code AG30200 · VTCT Skills

To develop the knowledge and skills needed to assess occupational competence in the work environment: understanding the principles and practices of assessment, planning assessment, using a range of assessment methods, making and recording assessment decisions, giving feedback and meeting quality assurance, legal and good practice requirements.

THEORY Online, at your own pace	PRACTICE In your own workplace	COURSE PLAN 7 online modules
GUIDED LEARNING 54 hours	COURSE FEE Ask admissions	

What the course includes

7 online modules on the KCLINICS Academy platform, studied at your own pace, then practice and assessment in your own workplace. The plan comes from our scheme of work for this qualification.

Online modules

After the induction, each module has an online lesson, PDF learning material and written homework. Most modules also have video demonstrations and a quiz, and each unit ends with an online module test.

01 Course induction

- Course induction and VTCT Skills registration
- Video demonstration: how to use the KCLINICS Academy website (online learning, tests, homework and portfolio)
- Overview of the assessor role and portfolio requirements
- Learning agreement and code of conduct
- Introduction to all units, learning outcomes and assessment requirements

Includes video demonstrations.

02 Health and safety and legal requirements in assessment

UV30563

- Health and safety and risk assessment in the assessment environment
- Equality, diversity, inclusion and reasonable adjustments
- Data protection and confidentiality
- Safeguarding and professional conduct of the assessor

Includes an online lesson, PDF learning material, video demonstrations and written homework.

03 Principles and requirements of assessment

UV30563

- History and development of vocational and competence-based assessment
- Functions and key concepts of assessment: validity, authenticity, reliability, currency and sufficiency
- Roles and responsibilities of the assessor, IQA and EQA
- Awarding organisation and regulatory requirements

Includes an online lesson, PDF learning material, video demonstrations and written homework.

04 Assessment methods

UV30563

- Observation of performance in the work environment
- Examining products of work
- Questioning, professional discussion and learner statements
- Witness testimony and recognition of prior learning
- Strengths and limitations of each method and meeting individual needs

Includes an online lesson, PDF learning material, video demonstrations and written homework.

05 Planning assessment and involving learners

UV30563

- Planning holistic assessment and agreeing assessment plans
- Involving learners and others in the assessment process
- Self-assessment and peer assessment
- Minimising risks in assessment

Includes an online lesson, PDF learning material, video demonstrations and written homework.

06 Assessment decisions and quality assurance

UV30563

- Making assessment decisions against set criteria
- Giving constructive feedback
- Internal and external quality assurance, standardisation and appeals
- Managing and recording information relating to assessment

Includes an online lesson, PDF learning material, video demonstrations and written homework.

07 Assessing occupational competence

UV30564

- Planning the assessment of occupational competence with the candidate
- Carrying out assessments using observation, products of work and questioning
- Making assessment decisions and providing feedback and information
- Maintaining legal and good practice requirements and assessment records

Includes an online lesson, PDF learning material, video demonstrations and written homework.

In your workplace

08 Workplace Assessment

- Learner carries out assessments of two candidates in their own workplace
- Assessment plans, records and feedback added to the portfolio
- Completion of the portfolio of evidence
- Student evaluation
- Tutor evaluation

Dates and times agreed between the learner and the assessor

Observations take place in the learner's own workplace

Evidence uploaded to the portfolio on the KCLINICS Academy platform

No practical days

No practical days. You gather evidence in your own workplace, agreed with your employer and checked by your assessor.

Equipment	Computers/tablets, observation and assessment records.
Safety	Learners to follow the health and safety policies of the training centre and of each workplace where assessment takes place. Learners to carry out a risk assessment before every workplace assessment and to make sure that candidates work safely and use PPE as required by industry code of practice while being assessed.

Units and assessment

2 units

UV30563	Understanding the principles and practices of assessment (24 guided hours)
UV30564	Assess occupational competence in the work environment (30 guided hours)

While you learn

- Online quizzes and module tests
- Written homework
- Tutor feedback on the platform

Towards your certificate

- Assignments
- Practical observations/assessments
- Portfolio of evidence

No external examination. The qualification is awarded on your portfolio and observed assessments.

Before you start, and what comes next

Learners must be 18 or over to enrol and should be occupationally competent in the area they will assess. Learners carry out assessments of real candidates in their own workplace.

Level 3: Advanced therapist level, the same level as an A level.

After this course	Level 4 Certificate in Education and Training; Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice; Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
Leads to	Tutor, assessor or quality assurer in further education or a private academy

Fees and dates

Admissions confirms the fee for this course when you ask, and talks you through the ways to pay.

- Pay in full by card or bank transfer.
- Klarna or Clearpay at checkout, subject to their eligibility checks and approval.
- Monthly course finance through our finance partner, subject to status (18+, UK residents).
- Employer funding: we can invoice your employer.

You can enrol on any day. The next practical days are on the course page, and admissions confirms yours when they confirm your place.

Direct government funding for learners (Advanced Learner Loans, Mayor of London Adult Skills Fund) is not available through KCLINICS Academy at present and is not expected before 2028. Monthly course finance and self or employer funding are available now.

Apply, or ask a question

Apply on the course page or talk to admissions first. No payment is taken until your place is confirmed.

The course page:
kclinics.co.uk/academy/courses/level-3-award-in-assessing-competence-in-the-work-environment-ag30200

Call admissions: 020 8050 0750

Email: support@kclinics.co.uk

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