ENROLLING NOW

Level 3 Certificate in Assessing Vocational Achievement

VTCT Skills Level 3 Certificate in Assessing Vocational Achievement · Ofqual 610/4118/X · VTCT code ET3C2 · VTCT Skills

To develop the knowledge and skills needed to assess both occupational competence in the work environment and vocational skills, knowledge and understanding in other environments: teaching, learning and assessment in education and training, the principles and practices of assessment including end point assessment, making and recording assessment decisions and meeting quality assurance, legal and good practice requirements.

THEORY Online, at your own pace	PRACTICE In your own workplace	COURSE PLAN 11 online modules
GUIDED LEARNING 150 hours	COURSE FEE Ask admissions	

What the course includes

11 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 (UET23)

- 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 Roles, responsibilities and relationships (UET22)

- History and development of vocational education, training and assessment
- Roles, responsibilities and professional boundaries in education and training
- Relationships with learners, colleagues and other professionals
- Points of referral

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

04 Inclusive teaching and behaviour management (UET22)

- Delivering inclusive teaching and learning
- Meeting individual needs and embedding English, maths and ICT
- Theories of behaviour management
- Creating a safe and supportive learning environment

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

05 Planning inclusive teaching, learning and assessment (UET22)

- Principles and models of learning
- Assessing learning in education and training
- Applying principles and models of learning and assessment to planning
- Writing an inclusive session and assessment plan

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

06 Principles of assessment and assessment methods (UET23)

- Functions and key concepts of assessment: validity, authenticity, reliability, currency and sufficiency
- Roles of the assessor, IQA and EQA
- Types of assessment method and their strengths and limitations
- Planning assessment and involving learners and others

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

07 Assessment decisions and quality assurance (UET23)

- Making assessment decisions and giving constructive feedback
- Internal and external quality assurance, standardisation and appeals
- Managing and recording information relating to assessment
- Legal and good practice requirements in assessment

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

08 End point assessment (UET23)

- Principles and requirements of end point assessment for apprenticeships
- Planning end point assessments for apprenticeship standards
- Quality assurance requirements for end point assessment

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

09 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.

10 Assessing vocational skills, knowledge and understanding

UV30566

- Preparing assessments and agreeing assessment plans with learners
- Carrying out assessments: skills tests, oral and written questions, assignments, projects and case studies
- Recognising prior learning
- Making assessment decisions, providing feedback and recording outcomes
- Maintaining legal and good practice requirements

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

11 Assessment in practice

- Learner carries out assessments of their own learners in the workplace (UV30564) and in a training environment (UV30566)
- Assessment plans, records and feedback added to the portfolio
- Completion of the portfolio of evidence
- Student evaluation
- Tutor evaluation

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

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 setting where assessment takes place. Learners to carry out a risk assessment before every assessment and to make sure that learners work safely and use PPE as required by industry code of practice while being assessed.

Units and assessment

4 units

UET23	Principles of Assessment and Assessment Methods
UET22	Roles, Responsibilities and Relationships
UV30564	Assess occupational competence in the work environment (30 guided hours)
UV30566	Assess vocational skills, knowledge and understanding (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
- Case studies
- 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; there are no formal prerequisite qualifications. Learners carry out assessments of real learners in their own workplace or training environment.

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-certificate-in-assessing-vocational-achievement-et3c2
Call admissions: 020 8050 0750
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