

LEARNING AND
DEVELOPMENT 9DI
-ASSESSOR
QUALIFICATION

Quest

Introduction

Quest (Scotland) Ltd is delighted to offer the accredited qualification **Learning and Development 9DI – Assess workplace competence using direct and indirect methods.**

Quest has been delivering the assessor and internal verifier qualifications for over 10 years and can deliver them all over the world. Currently we have candidates in Scotland and the Middle East.

The qualification sits at level 8 on the Scottish Credit Qualifications Framework and has 10 credit points.

By undertaking an Assessor award you'll be able to demonstrate you are competent to assess or verify SVQs and other competence-based qualifications. For the Learning and Development 9DI qualification you'll be expected to show you can assess candidates using direct and indirect methods.

You need to be competent in the awards you assess and you must work with 2 candidates for 2 units each.

The process you will follow with your candidates is - preparing to assess, planning assessments, assessing candidate performance and knowledge and confirming progression and achievement.

Programme Outline

Induction

Assess 4
units

Gather
remaining
evidence

Answer
Questions

Complete
qualification

Support from Quest



1. Planning

- Before you start the qualification there are certain logistics to consider and we will make sure you can meet the requirements so that we are sure you can achieve the award.

2. Induction

- The induction will take place over 6 hours and ensure you know the assessment process and have practiced each stage.

3. Your own assessor

- Quest will appoint an assessor to work with you until you complete the award. You may need a mentor or subject expert if Quest doesn't offer the qualification you will assess.

4. Internal Verification of Units

- If you choose units from Admin, Management Learning and Development or Customer Service Quest can organise an internal verifier. We can also process the units your candidates achieve with SQA.

5. Certification from SQA

- We will process your result with SQA on completion of your assessor qualification

Planning before you start

- To achieve the qualification you need to:
 - assess 2 candidates for 2 units each
 - select vocational units
 - be competent in the subject
 - have an internal verifier for the subject you will assess

Note

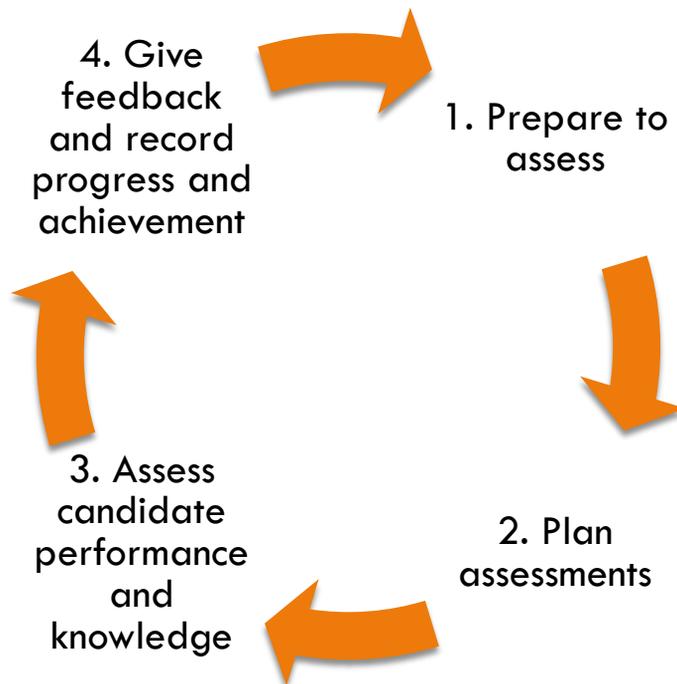
The time you take to complete the qualification depends on the time your two candidates take to complete their units.

Normally it is between 6 and 9 months. We will provide support for 1 year.

If you are assessing competence of candidates in a classroom with tests or observation such as is used in First Aid Training, there is a different Learning and Development Qualification specifically designed for assessing non-vocational qualifications.

Quest will discuss and agree all of the above before you start in order to make sure you complete the qualification.

Induction



Objectives

- What does an assessor do?
 - Preparing to Assess
 - Planning Assessments
 - Assessing candidates performance and knowledge
 - Giving feedback and recording progress and achievement
- Review paperwork and policies
- What do you need to do to achieve your Assessor Qualification?
- Agree the logistics and how it will work
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Before the induction you should read the pre-induction pack and bring along a CV, Job Description and Company Structure.

Next steps

Assess the 4 units

- The best way to become a good assessor is to carry out the assessments for your 2 candidates for 2 units each.
- After the induction you will know what you should do and you will be supported by your assessor throughout.
- You need to assess using a minimum of 4 methods – Observation, Product, and Questions as well as 1 of Candidate Statement, Witness Testimony, Simulation, Recognition of Prior Learning and Professional Discussion.
- You will follow the 4 steps in the assessment process for each unit.

Observation

- You will be observed by your assessor at some point giving feedback to one of your candidates.

Gather remaining evidence

- Once you have assessed the units, you will use this evidence for your portfolio
- You will also gather evidence of inducting your candidates, preparing, giving feedback and meeting the quality requirements, attending standardisation events.
- You will answer some questions too.

ePortfolio Quest

Quest has its own ePortfolio where you can upload your evidence and your candidates can too.

This means you and your assessor can check work before meeting with candidates and also means we can deliver the award anywhere.

Of course not everyone has access to computers so paper portfolios can be used too.

To register an interest in attending our next Assessor Induction contact laura@questscotland.co.uk or call +44 1382 668760.