



CANDIDATE INFORMATION
FOR Level 3 AWARD
IN ASSESSING COMPETENCE IN
THE WORK ENVIRONMENT

January 2012

Level 3 Award in Assessing Competence in the Work Environment (ACWE)

Training, Guidance and Portfolio assembly for Assessors with prior experience

- ◆ One day Training and Induction
- ◆ On agreed day(s), assessment by observation and portfolio assembly
- ◆ Service provided at venue chosen by candidates

Service provided

⇒ Pre-Induction advice

- * registration
- * information on the Award
- * identification of learning needs

⇒ One day Training/Induction

- * introduction to the National Standards for Training, Assessment and Quality Assurance (2010)
- * training in the Principles and Practices of Assessment:
 - Theory and Practice of Assessment
 - The Role of the Assessor
 - Planning Assessment
 - Methods of Assessment
 - Giving feedback
- * a briefing on the requirements of the Level 3 ACWE Award
- * detailed advice on the evidence to be gathered
- * preparation for observation
- * preparation for written and oral questions
- * preparation for the Assessment Day(s)

⇒ On the Assessment day(s)

- * assessment by observation
- * assessment of product evidence and written answers
- * oral questioning as required
- * assembly of portfolio

⇒ Afterwards

- * portfolio taken to be assessed and verified
- * notification that portfolio accepted for certification within two weeks
- * Certification by City and Guilds

Charges

£450 per candidate, assuming group size of 6 or more; £525 per candidate for groups of 4-5; price for groups below 4 or individuals on application

Includes all course materials, portfolio, registration, assessment and certification

No VAT

The Award

- The ACWE Award is based on the National Standards for Training, Assessment and Quality Assurance (2010) and gains 9 credits in the Qualifications and Credit Framework (QCF) at Level 3
- The Units of the ACWE Award can contribute to a full Level 3 Certificate in Assessing Vocational Achievement (16 Credits)
- The ACWE Award replaces the A1 and A2 assessor qualifications which were withdrawn in Dec 2010
- The ACWE Award qualifies the holder to assess national QCF qualifications in the workplace environment

Level 3 Award in Assessing Competence in the Work Environment (ACWE)
Unit 1 Understanding the Principles and Practices of Assessment
Unit 2 Assess Occupational Competence in the Work Environment

The minimum requirements

To meet the minimum evidence requirements for this Award you must:

- a) Brief *two* candidates, separately or together, on how they will be assessed
- b) Assess them by observation, questioning and examining work products, on a single or separate occasions
- c) Give verbal feedback and advice to them
- d) Keep written records of the result of the assessments and any advice given to the candidates
- e) Demonstrate knowledge of the principles and practice of assessment and specifically the following assessment methods: discussion with learners, witness testimony, learner statements, RPL (recognizing prior learning)

Note: Your Assessor for the ACWE Award will observe you assessing *both* your candidates.

About Ashwood Learning

Ashwood Learning was established in 1998 with the specific purpose of making the process of collecting and presenting evidence for vocational qualifications simpler, more rewarding and more enjoyable. We are passionate believers in the development value of the dialogue between the candidate and his or her assessor. We believe in straightforward, easy-to-follow processes for candidates, assessors and verifiers. We want our candidates to learn!

Ashwood Learning is an approved City and Guilds centre of standing for qualifications in Training, Assessment and Quality Assurance and Teaching in the Lifelong Learning Sector. We are all experienced practitioners as internal and external verifiers and senior managers in training organisations. The services and products we offer are based on many years of best practice.

We have worked with a wide range of organisations, including: Vodafone, the Royal Artillery, the Probation Service, Guide Dogs for the Blind, the Atomic Weapons Establishment, Newbury College, Prior's Court School, The Training and Services Development Agency. We have also undertaken training, consultancy and materials development for the work-based training sector on behalf of various government agencies.

For further information, visit www.ashwoodlearning.co.uk.

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