Well Done

We have now completed our first cohort of candidates on the VQManager and through the Modern Apprenticeship programme. It has been a massive learning curve for everyone concerned so thank you all for your time and patience. This seems an appropriate time to share good practice and highlight any problems that need rectifying.

VQmanager

The area that many assessors still seem to be struggling with is planning. Remember that your initial plan is accessed through the Assessment tools link on the toolbar and then select either an existing template or you need to make a new assessment plan template. This template is then personalised and applied to your candidate. When you wish to add to this plan with feedback or a planning meeting etc then you need to access the same plan via the My candidates link on the toolbar and write your comments etc in the feedback and progress box. In this way you end up with one continuous plan for each unit or set of units you have linked to a single plan. Remember that your initial plan still needs all the detail you used to write on your paper plans in line with your assessor standards. You also need to clearly state in your plan when you are going to undertake an observation, that you did observe your candidate and a brief outline regarding the content of the observation. Feedback should be recorded on each piece of evidence, which is then also linked to the plan adding to the overall audit trail. If you have observed your candidate you need to confirm here that you observed them. If the evidence has been witnessed the candidate needs to include their contact details. In your feedback you need to state that you have contacted the witness to ensure this is a valid account.

It is no longer necessary to upload supporting evidence especially documents that may have confidential information on them. However you MUST state in your feedback exactly what supporting evidence you have seen and which A.C. and RANGE it covers. When candidates are claiming ranges on their evidence it should be referenced in the same way as the range is laid out on the evidence matrix. We will be explaining this to first years and reminding the second years of this at their respective induction days. The progress and sign off section needs a competency statement to be completed in the summative assessment box upon unit completion. Lastly remember to tick the sign off assessment plan box under the feedback section of your plan.
**EV visit**

Generally the visit went well and Tess was pleased with the portfolios she verified. The standard of work she looked at for the new level 2 standards impressed her sufficiently to give SWMIT certification rights for this award. She did not see enough of the new level 3 units to be able to make this decision and so this will be the focus of her next visit. The centre was given two action points to address, one regarding plans and the second about signposting of supporting evidence which I have discussed in depth overleaf. The External verifier picked up on the “quality” of our planning and felt that this was a definite area for improvement. We must make sure that both the above points are acted on and that all candidates have a clear plan, meeting your assessor standards for every unit they complete in order to avoid a sanction being imposed on the centre.

We also need to ensure that we have met both of these action points so that we can gain certification rights for the level 3 award at the next visit, as without these we will have to wait for an EV visit in the summer before candidates can have their certificates. This will have a knock on effect on their ability to register. The EV is also likely to focus on registration and CPD at her next visit so be prepared for your assessor CPD to be requested. I will be updating the assessor CV form to include your registration numbers so SWMIT has a record of them as well.

**SWMIT custom data**

I know this unit caused a lot of confusion so it has been amended. There is now a new custom data unit which only has four requirements. Basically these are the extra pieces of paperwork we need to complete candidate portfolios in line with City and Guilds requirements. The candidates will be told to complete this unit when they return from their induction so that it is completed first.

**Knowledge**

As you are all aware the knowledge has now been incorporated into the new standards rather than being a separate section. There have been lots of questions around the depth of knowledge required and how it should be presented. The students need to incorporate the knowledge into their evidence by defining their understanding of the law and an example of how they can apply/link it to their everyday work practices. Level 3 candidates will be expected to write approx 100 words within their evidence to claim each piece of legislation. The legislation is covered in depth at college and so all your candidates have the required knowledge for these areas. For level 2 candidates they need to show that they are aware that the legislation exists and how it is incorporated into the SOP’s they work to. The EV is very keen to see them applying their knowledge within their evidence recording. The use of questions in this area should be kept to a minimum.

**Dates to remember**

- **Student Induction**
  - 20th and 21st Sept 2011
- **Level 2 Induction**
  - 29th Sept 2011
- **Second year student induction**
  - 14th October 2011
- **Assessor training induction**
  - 25th October 2011

**Important points**

Plans need to meet assessor standards and follow unit from start to finish

Two observations will be the minimum requirement for each learning outcome in order to show competence over time

Students will be expected to have 6 units complete and ready for verification by the end of year one and a further 3 units ready for verification by December of the second year.