

The Proskills Assessment Strategy

Introduction

This Assessment Strategy is designed to cover the following S/NVQs:

Coatings	Annex (If appropriate)
Producing Surface Coatings	
Glass	
Installing Domestic Fascia, Soffit and Bargeboards	
Print	
Digital Print Production	
Machine Printing	
Print Management and Administration	
Mechanised Print Finishing and Binding	
Envelope Manufacture	
Hand Binding	
Carton Manufacturing	
Paper	
Corrugated Paper	
Extractive and Mineral Processing	
Supervision of Underground Mining Operations	1
Health, Safety and Environmental Management in the Extractive and Mineral Processing Industry	1
Processing Operations for the Extractive and Mineral Processing Industry	1
Drilling Operations	1
Blasting Operations	1
Surface Mineral Development	1
Mining Operations	1
Weighbridge Operations	1
Bulk Explosives Truck Operations	1

This Assessment Strategy is designed to **supplement** the guidance issued by the Regulatory Authorities, including the **NVQ Code of Practice Revised 2006 and SQA Awarding Body Criteria (2007)**, and guidance issued by Awarding Bodies.

This document is designed to be a core set of assessment practices. There may be specific annexes that apply to certain of the above awards (see above).

Section 1: Simulation

- Simulation is generally not acceptable. The exceptions to this are:
 - Dealing with emergencies
 - Dealing with accidents
 - Certain pre-approved real time simulators
 - Limited other procedures that can not be practically performed in the workplace, and for which sufficient evidence can not be collected through other means.
- Any simulation must be approved in advance by the External Verifier, and clear reasons must be given for its intended use
- If approval is given, all Awarding Body guidance and requirements must be observed
- Simulation should not be the primary source of a candidate's claim to competence

Section 2: Expertise of Witnesses, Assessors and Verifiers

Third party 'witnesses' must also be competent to make judgements about the activity(ies) for which they are providing the testimony. As the assessment decision lies with the Assessor, it is their responsibility to verify this and, where challenged, to justify their acceptance of third party 'witness testimony' to the Internal Verifier.

Assessors must:

- Be registered and recognised by an approved centre

- Be competent to make qualitative judgements about the units they are assessing. Illustrations of competence could include the assessor:
 - Having achieved the award themselves
 - Having substantial demonstrable experience in the job roles they are assessing
 - Being in a day-to-day line management or quality assurance role with responsibility for the job roles they are assessing
- Be in possession of or working towards the A1/A2 award or hold the D32/33 award, or (In Scotland only) has gained an exemption in TQFE/TQSE, as recommended by SQA/QCA and supported by an appropriate Continuing Professional Development (CPD) record
- Carry out their duties in accordance with the current NOS for Assessment, and in line with current guidance on assessment practice issued by the regulatory authorities and the appropriate Awarding Body
- Maintain appropriate evidence of development activities to ensure their assessment skills and occupational understanding are current (CPD)
- Have a working knowledge of awards and a full understanding of that part of the award for which they have responsibility. The Awarding Body will confirm this through examination of relevant CVs supported by relevant references.
- Be approved by the Awarding Body who must maintain records demonstrating how they meet the assessment strategy. The appointment of Assessors may require the prior approval of the Awarding Body.
- Meet any additional requirements as specified in the award specific annex.

Internal Verifiers must:

- Be registered and recognised by an approved centre
- Be in possession of or working towards the V1 award or hold the D34 award, as recommended by SQA/QCA and supported by an appropriate CPD record
- Carry out their duties in accordance with the current NOS for Verification, and in line with current guidance on verification practice issued by the regulatory authorities and the appropriate Awarding Body
- Maintain appropriate evidence of development activities to ensure their verification skills and occupational understanding are current (CPD)
- Have expertise and knowledge of awards and a full understanding of that part of the award for which they have responsibility. The Awarding Body will confirm this through examination of relevant CVs supported by relevant references.
- Be approved by the Awarding Body who must maintain records demonstrating how they meet the assessment strategy. The appointment of Internal Verifiers may require the prior approval of the Awarding Body.
- Meet any additional requirements as specified in the award specific annex.

External Verifiers must:

- Be registered and recognised by an approved Awarding Body
- Be familiar with and/or experienced in the relevant sector and/or context to be able to verify that candidate evidence has met the National Occupational Standards and the requirements of the appropriate Awarding Body.
- Be in possession of or be working towards the V2 or hold the D35 External Verifier Award, to be achieved within 12 months of registration.
- Carry out their duties in accordance with the current National Occupational Standards for Assessment and Verification and current guidance on best verification practice issued by the regulatory authorities and appropriate Awarding Body.
- Maintain appropriate evidence of development activities to ensure their verification skills and occupational awareness are current (CPD)
- Meet any additional requirements as specified in the award specific annex.
- Not work with any centre in which they have a personal or financial interest.

Section 3: Evidence and Location of Assessment

Evidence

The majority of the Candidate's evidence should come from direct observations of competence in the real workplace, unless specified in the award specific annex. Other types of acceptable evidence include, but are not limited to:

- Witness Testimony (Details of acceptable witnesses are found in "Section 2: Expertise of Verifiers, Witnesses and Assessors")
- Logs/Diaries kept by Candidates
- Recorded answers to questions posed by the Assessor
- Recorded/Transcribed Interviews with the Candidate
- Recorded use of up-to-date commercial/industrial equipment
- e-portfolios and other forms of digital media
- Works documentation attributable to the candidate
- Both interim and final internal verification.

Location of Assessment

Although the majority of the Candidate's evidence should come from direct observations of competence in the real work place, in exceptional circumstances simulation of the real workplace may be allowed. Occasions in which this may be approved are listed under "Section1: Simulation".

Section 4: Enhanced Quality Control

The External Quality Control will be through enhanced external verification and enhanced internal verification the latter moderated or monitored by the External Verifier.

Enhanced Internal Verification Strategy

All Internal Verifiers must provide evidence of having verified:

- Evidence supporting any key units (where specified in the award specific guidance) and evidence supporting at least one other unit from the award

OR

- The evidence supporting at least two distinct units (or as documented in the Award Specific Guidance) for each award per annum.

As well as:

- All evidence from all simulations/simulators
- Over time, an example of each unit the Assessor is qualified to assess
- Over time, an example of each assessment method used in the centre
- Evidence of internal verification

Enhanced External Verification Strategy

External Verifiers must carry out regular risk assessments and subsequent statistical analysis for each of the centres for which they have verification responsibilities. Where problems are identified through this procedure, the External Verifier will take further measures to ensure that the centre is performing to an acceptable level.

This could include, but should not be limited to:

- Verifying a representative sample of candidates' work from each Assessor, covering all Assessors in the centre over an agreed period of time, including:
 - Evidence supporting any key units from the award (where specified in the award specific guidance)
 - Selected evidence supporting distinct units identified by the External Verifier in response to issues raised through risk assessment
 - All evidence from all simulations
- Verifying selected evidence of Internal Verification procedures identified by the External Verifier in response to issues raised through risk assessment
- Externally-set banks of questions and answers that will test the presence of "essential" knowledge and understanding for selected Candidates

Annex 1 – EXTRACTIVE & MINERAL PROCESSING INDUSTRIES

Award	Performance Evidence	Simulation	Assessor/IV Requirements
	Performance Evidence will normally be drawn from activities carried out regularly over a period of no less than:	Simulation is discouraged for all parts of the award, however, it is permissible for the following:	Assessor occupational competence must relate to:
Blasting Operations Level 3	12 weeks		Blasting operations in the occupational context/s in which they assess (e.g. quarries, mines, tunnels)
Bulk Explosive Truck Operations Level 3			
Drilling Operations (Extractives) Level 2	12 weeks		Extractives drilling
Drilling Operations (Land Drilling) Level 2	12 weeks		Land drilling
Drilling Operations (Land Drilling Support) Level 2	12 weeks		Land drilling
Directional Drilling (Drilling) Level 2	12 weeks		Directional drilling
Directional Drilling (Fluid Operations) Level 2	12 weeks		Directional drilling (fluid operations)
Directional Drilling (Rig Erection) Level 2	12 weeks		Directional drilling (rig erection)
Directional Drilling (Guidance) Level 2	12 weeks		Directional drilling (guidance)
Processing Operations for the Extractive and Minerals Processing Industries Level 1, 2 & 3	10 weeks	P2 - Safe use of fire extinguishers; organisational procedures in case of accident and/or fire	Assessors will be restricted to assessing those occupational groups in which they can demonstrate occupational competence i.e. (a) Crushing/Screening/Washing; (b) Drying; (c) Concrete & Mortar Production; (d) Asphalt/Coated Materials Production; (e) Density/Fluid Separation; (f) Chemical Separation; (g) Forming; (h) Heat Treatment; (i) Packaging; (j) Sawing, Splitting, Shaping (k) water monitoring; (l) china clay processing

Award	Performance Evidence	Simulation	Assessor/IV Requirements
Health, Safety & Environmental Management in the Extractive & Minerals Processing Industries Level 3	13 weeks	Performance criteria: 5.2f, 5.3.c, 5.3.d, 5.3.e, 5.3.f.	<p>Assessors must have sufficient competence in health, safety and environmental management, at or above the level they propose to assess, and an understanding of its applications in the extractives sector.</p> <p>Internal Verifiers must have sufficient technical understanding of health, safety and environmental management, its application and scope covered by the qualification.</p>
Health, Safety & Environmental Management in the Extractive & Minerals Processing Industries Level 4	26 weeks		
Health, Safety & Environmental Management in the Extractive & Minerals Processing Industries Level 5	26 weeks	Performance Criteria 9.1.h.	
Surface Mineral Development – Technical Support Level 3	10 weeks	<p>Unit DA04, where it may be permitted to demonstrate competence to use fire extinguishers and for emergency procedures</p>	
Surface Mineral Development – Design Concept Level 4			
Surface Mineral Development – Design Development Level 4			
Surface Mineral Development – Design Implementation Level 4			
Weighbridge Operations at Level 2	10 weeks	<p>WB1 - Safe use of fire extinguishers; organisational procedures in case of accident and/or fire</p> <p>WB3 – Performance criteria 1.5, 1.6, 1.7.</p>	