QUALIFICATION GUIDE

Level 3 Certificate in Assessing Vocational Achievement (RQF)

Awarding organisation: Focus Awards | **Qualification number:** 601/6104/8

Prepared for learners and stakeholders by **Virtue Learning Hub Solutions Ltd**.

Level	3	Sector	Teaching and Lecturing
Total Qualification Time	150 hours	Guided Learning Hours	84 hours
Credit value	15	Minimum age	19
Assessment	Portfolio of Evidence	Availability	England and Northern Ireland

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Qualification overview

Purpose

This qualification confirms competence in assessing occupational achievement to the required standards. It is intended for practitioners who assess occupational competence in a work environment as well as vocational skills, knowledge and understanding in workshops, classrooms or other training settings.

Who can enrol?

Learners should be aged 19 or over. Focus Awards specifies no further entry requirements, although Virtue Learning Hub Solutions may apply additional enrolment criteria. The qualification is available in England and Northern Ireland.

Assessment approach

Assessment is internal. Learners must produce a portfolio demonstrating achievement of every learning outcome and assessment criterion for each mandatory unit. Evidence may include:

- Assessor observation and witness testimony
- Learner-produced work, worksheets and assignments/projects/reports
- Records of oral and written questioning
- Learner and peer reports
- Recognition of prior learning (RPL), where applicable

Reasonable adjustments and special considerations

Support and adjustments are considered in accordance with the Focus Awards Reasonable Adjustments and Special Considerations Policy. See the current policy at Focus Awards policy (version 8).

Progression opportunities

The awarding organisation identifies progression towards the Level 3 Award in Assessing Competence in the Work Environment, Level 4 qualifications in understanding or undertaking internal quality assurance, and the Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices.

Qualification structure

To achieve the qualification, learners must complete **all three mandatory units** and gain **15 credits** in total.

Mandatory unit	Unit reference	Level	Credits	GLH
Understanding the principles and practices of assessment	D/601/5313	3	3	24
Assess occupational competence in the work environment	H/601/5314	3	6	30
Assess vocational skills, knowledge and understanding	F/601/5319	3	6	30

Staff requirements

Tutors: Should hold or be working towards an appropriate teaching qualification (for example, Level 3, 4 or 5 Education and Training or a Certificate in Education) and demonstrate relevant occupational competence. Other qualifications may be considered by Focus Awards.

Assessors: Should hold or be working towards an appropriate assessor qualification, such as a Level 3 Award in Assessing Competence in the Work Environment, Level 3 Award in Assessing Vocationally Related Achievement, or Level 3 Certificate in Assessing Vocational Achievement. Trainee assessors' decisions require countersignature by a suitably qualified assessor. Occupational competence is required.

Internal Quality Assurers: Should hold or be working towards an appropriate IQA qualification, such as V1/D34 or the Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice. Trainee IQAs' decisions require countersignature by a suitably qualified IQA. Occupational competence is required.

Useful links

Focus Awards supporting materials | Ofqual

Assessment terminology: quick guide

The following plain-language explanations support learners in understanding assessment instructions. For the full awarding organisation definitions, refer to the original Focus Awards specification.
Apply: Use knowledge in a different situation
Analyse: Break information into parts and explain connections
Clarify: Make information clear and concise
Classify: Organise according to defined criteria
Collate: Collect and organise information
Compare: Identify similarities and differences
Critically compare: Compare while examining strengths and limitations
Consider: Think carefully about an issue and explain it
Demonstrate: Show understanding with examples or evidence
Describe: Give a detailed, logical account
Develop: Expand an idea or plan
Diagnose: Identify the cause of an issue
Differentiate: Identify differences
Discuss: Explore viewpoints and perspectives
Distinguish: Explain differences between items
Draw conclusions: Reach a reasoned judgement
Estimate: Make an informed approximation
Evaluate: Weigh evidence and reach a reasoned conclusion
Explain: Give reasons and supporting examples
Extrapolate: Predict beyond known information
Identify: Recognise and name key points
Implement: Put a plan into action
Interpret: Explain meaning
Judge: Form a reasoned opinion
Justify: Give reasons for a decision
Perform: Carry out a task
Plan: Organise actions and resources
Provide: Supply accurate relevant information
Reflect: Consider experience and implications for practice
Review and revise: Revisit and improve work
Select: Make an informed choice
Show: Provide evidence
State: Present key points clearly
Summarise: Convey main ideas briefly

Document note

This is a Virtue Learning Hub Solutions learner-facing adaptation of the Focus Awards qualification specification. Focus Awards remains the awarding organisation. The official Focus Awards specification and current policies take precedence. The Assessor Feedback and IQA Report templates have been excluded.