

Internal Quality Assurance Policy

For

LEGACY SKILL GROUP

1. Purpose

This procedure defines the Quality Assurance Procedures used by LEGACY SKILL GROUP. It is used to ensure all Assessment and Internal Verification decisions are standardised.

2. Scope

This procedure applies to all staff involved in the delivery of Vocational Qualifications and Intermediate Construction Awards (ICA) within LEGACY SKILL GROUP.

3. Procedure – Roles & Responsibilities

(3.1) Quality Assurance Manager

- 3.1.1 The Quality Assurance Manager will ensure quality procedures are standardised and all assessors and internal verifiers maintain high standards of assessment decisions.
- 3.1.2 The Quality Assurance Manager will implement a process for timorous verification.
- 3.1.3 The Quality Assurance Manager will ensure all portfolio masters are at a suitable standard.
- 3.1.4 The Quality Assurance Manager will implement an induction program for all new assessors training needs are monitored (in conjunction with the IVC).
- 3.1.5 The Quality Assurance Manager will hold regular Standardisation/ Internal Verification meetings, (in conjunction with the IVC)
- 3.1.6 The Quality Assurance Manager will lead all External Verifier visits and be responsible for action points raised by External Verifier. (Paragraph 38 NVQ Codes of Practice), (in conjunction with the IVC).
- 3.1.7 The Quality Assurance Manager should be consulted along with the IVC concerning all assessment procedures.
- 3.1.8 The Quality Assurance Manager will ensure Internal Verifiers have sufficient time and seniority within the company to be able to carry out their work effectively.
- 3.1.9 The Quality Assurance Manager (in conjunction with the IVC) will implement a system of in-centre internal action plans, to be used and circulated to all relevant centre staff and members of the Awarding Bodies.

(3.2) Internal Verifier

- 3.2.1 Internal Verifiers must hold D32/D33 or A1/A2 ENTO units and hold or be working towards D34/V1 ENTO units and have the relevant occupational background for the award.(Paragraph 39 NVQ codes of Practice).
They must also be accredited by the relevant awarding body.

- 3.2.2 All Internal Verifiers working towards D34/V1 units must have all assessment decisions countersigned by a qualified & accredited Internal Verifier.
- 3.2.3 Internal Verifiers will liaise with the Quality Assurance Manager to ensure regular sampling of assessment decisions made by all assessors. Sampling must include direct observation of assessment practices & be both interim and summative.
- 3.2.4 Internal Verifiers must provide up to date records of internal verification and sampling activity to be held with the Quality Assurance Manager.
- 3.2.5 Internal Verifiers must ensure that they do not verify any evidence that they have assessed, including evidence that they have countersigned for novice assessors.
- 3.2.6 Internal Verifiers must focus on the quality of assessment decisions made and not allow their judgement to be swayed by any other competing demands or influences including personal likes/ dislikes.
- 3.2.7 Internal Verifiers must not re-assess the candidate.
- 3.2.8 They must have an understanding of the National Occupational Standards of the award they are verifying to provide support and advise assessors.
- 3.2.9 All feedback given to assessors should be constructive, using national (A1) standards.
- 3.2.10 Feedback should be positive, giving praise for good practice as well as highlighting areas that need improvement.
- 3.2.11 Internal Verifiers should place emphasis on working together with assessors to improve the overall quality of the award.
- 3.2.12 Internal Verifiers should never make criticisms without suggesting or agreeing solutions.
- 3.2.13 Internal Verifiers should have a professional attitude at all times and never discuss problems in front of candidates.
- 3.2.14 Internal Verifiers should check `work in progress` portfolios as well as completed portfolios to identify any problems with assessment decisions at an early stage.

(3.3) Sampling Strategy

- 3.3.1 This centre will sample a whole qualification over a range of portfolios for each assessor to ensure a high quality of assessment decisions are being maintained.
- 3.3.2 There will be at least one unit per candidate sampled using this strategy for APPRENTISHIP/DIPLOMA`s and a percentage of whole portfolios for ICA 100 qualification.
- 3.3.3 No claims for certification will be made until all units have been sampled over a range of portfolios per assessor.
- 3.3.4 Where there is more than one assessor for a qualification, a sample of units across all assessors will be verified to ensure assessors are working to the same standards.
- 3.3.5 Sampling frequency will increase to ensure that the quality of unqualified or inexperienced assessor decisions is at a sufficient standard.
- 3.3.6 Sampling frequency of any units that cause problems or have special assessment requirements will also be increased to ensure a high standard of assessment decisions are being made.

- 3.3.7 Direct observation of assessment practices will be carried out at least once every quarter (3 monthly) for each assessor.
- 3.3.8 Direct observation of unqualified or inexperienced assessors will be increased until the assessor reaches the standard of this centre.
- 3.3.9 ALL CLAIMS FOR CERTIFICATION ARE TO BE MADE BY THE IVC ONLY (unless IVC is the assessor, in which case use of additional IV will be sanctioned – subject to routine quality checks of IVC`s assessment work).

(3.4) Assessors

- 3.4.1 All assessors must hold or be working towards D32/D33 or A1 ENTO units and have a relevant occupational background for the award they will be assessing. They must also be accredited by the relevant awarding body. All assessors are to ensure that they assess to A1 ENTO standards, whether they are qualified A or D unit.
- 3.4.2 All novice assessors working towards A1 ENTO unit must have all assessment decisions countersigned by an accredited and qualified assessor with relevant occupational background or accredited and qualified IV.
- 3.4.3 Any new assessors are to be inducted into the centre by the IVC.
- 3.4.4 Records of induction are to be kept by the centre for review purposes.
- 3.4.5 New assessors will be required to shadow an experienced assessor as part of their induction, (amount of shadowing on an individual basis).
- 3.4.6 During the induction the new assessor will be introduced to their A1 ENTO unit.
- 3.4.7 Assessors will receive skill scan information, (not for SMPO) from Q.A. Manager along with Allocation of Candidate letter.
- 3.4.8 Assessors then arrange date and time of skill scan with clients.
- 3.4.9 The assessor then informs Quality Assurance Manager of how many portfolios they require for the skill scan and when they will need them by. Assessors should be given as much notice of this as possible so Q.A Manager can have portfolios ready.
- 3.4.10 The assessor then carries out the skill scan at an agreed date and time.
- 3.4.11 The assessor must ensure that all information the administration department need to register the candidate is included in the skill scan pack. The Skill Match Action Plan and a C.S.C.S application form should be completed at this time.
- 3.4.12 The assessor hands the completed skill scan pack to the administration department for registration with the appropriate awarding body and for entry on the relevant database.
- 3.4.13 Candidates must be registered for a minimum of 10 weeks before a claim for certification can be made, (APPRENTISHIP/DIPLOMA`s only).
- 3.4.14 Administration department will then supply assessors with Skill Match report and Candidate Registration Numbers before first site visit.
- 3.4.15 Assessors should liaise with the Quality Assurance Manager for any up-skilling issues and to arrange CITB Touch Screen Tests if this is required.
- 3.4.16 It is the assessors` duty to ensure that the candidate registration numbers are put into the candidates` portfolio.

- 3.4.17 Assessors will then begin their initial site visits ensuring that they are wearing the correct P.P.E. and observing the site rules at all times.
- 3.4.18 On their site visits the assessors will agree an assessment plan for each unit with each candidate before any assessment takes place.
- 3.4.19 Assessors must carry out assessment practices in accordance with the ENTO A1 standards at all times.
- 3.4.20 Assessors must store any portfolios that they are not using in the centre so that adequate internal verification can take place. All portfolios are to be “booked in/ out” of the centre by the assessor using the recording form provided.
- 3.4.21 When portfolios are complete they should be passed to the Quality Assurance Manager who will arrange for them to be internally verified.
- 3.4.22 Assessors should complete a Reporting Return (4.5.20) and hand it to Quality Assurance Manager by the last day of each month.

(3.5) Index of Associated Forms & Documentation

- 3.5.1 Access to Assessment Policy.
- 3.5.2 Allocation of Assessor to APPRENTISHIP/DIPLOMA Candidate.
- 3.5.3 APPRENTISHIP/DIPLOMA Candidate Initial Assessment Profile .
- 3.5.4 Assessor Induction Record by IVC (IV).
- 3.5.5 APPRENTISHIP/DIPLOMA SPMO Sampling Record (IV).
- 3.5.6 ICA Sampling Record (IV).
- 3.5.7 APPRENTISHIP/DIPLOMA CCES Sampling Record (IV).
- 3.5.8 Direct Observation of Assessors Performance Planning & Tracking Record.
- 3.5.9 IV Report Assessor Performance (IV).
- 3.5.10 APPRENTISHIP/DIPLOMA IV Report on Assessment Decisions (IV).
- 3.5.11 APPRENTISHIP/DIPLOMA IV – Assessor Action Plan/ Feedback (IV).
- 3.5.12 ICA IV Report on Assessment Decisions (IV).
- 3.5.13 ICA IV Feedback/ Action Plan (IV).
- 3.5.14 Candidate Interview Record (IV).
- 3.5.15 Assessors Training Needs Analysis Record (IV).
- 3.5.16 APPRENTISHIP/DIPLOMA Centre Flowchart.
- 3.5.17 ICA Centre Flowchart.
- 3.5.18 ICA 100 Procedures for Foundation Training Flowchart.
- 3.5.19 ICA 100 Procedures for EWA Flowchart.

- 3.5.20 Monthly APPRENTISHIP/DIPLOMA Reporting Return (for assessors use).
- 3.5.21 APPRENTISHIP/DIPLOMA Achievement Matrix. (generic).
- 3.5.22 Centre Internal Action Plan.
- 3.5.23 Document Signature Record Sheet.

ACCESS TO ASSESSMENT – CANDIDATES WITH PARTICULAR REQUIREMENTS

An explanation of the centres policy in respect of candidates who are disabled / handicapped or need special arrangements for assessments.

1 GENERAL PRINCIPLES

The purpose of these special arrangements is to compensate for the restrictions or disadvantages imposed by disability without impairing the validity of the assessment progress and/ or giving an unfair advantage to the candidate.

It has been developed in the light of the skills knowledge and aptitudes which are being assessed and a flexible approach is applied.

- 1.2 Since disability, whether permanent or temporary, is unique to the individual concerned, each case will be dealt with on its own merits.
- 1.3 The type of special arrangements which will be provided depends on the nature and severity of the disability and the form which each assessment takes. (see 3).
- 1.4 There will be no extra charge to any candidate for the provision of any additional facilities.
- 1.5 A certificate awarded certifying a candidate for practice will not be endorsed indicating the candidates' disability, handicap or special condition.

2 PROCEDURE FOR MAKING APPLICATION

- 2.1 Any candidate who has indicated on his or her application or who otherwise considers that he or she has any special needs in relation to any aspect of his or her training studies or assessments, must contact the Centre Co-ordinator before the start of the course, and an agreement in writing must be signed to set out clearly any additions or alterations required.
- 2.2 The candidate must indicate the facilities/ arrangements which it is felt are needed and must support this with up-to-date medical and/ or other relevant documentation.
- 2.3 It is clearly in the interests of both the candidate concerned and the centre, that special arrangements should be agreed before the start of the course. However, if a candidate experiences sudden problems during the course he or she should contact the Centre Co-ordinator as soon as possible.

3 PRACTICAL ARRANGEMENTS

3.1 Amanuensis

An amanuensis (scribe) may be made available by the centre for the visually or the physically disabled and, in some cases, dyslexic candidates.

An amanuensis should be an intelligent and disinterested person who is able to write legibly and at a reasonable speed, and who ideally will have a general rather than an expert knowledge of the subject (but will not be a lecturer/ tutor of the candidate).

3.2 Extra Time

Different methods of working, the time taken to comprehend a set of questions in an Assessment or a Test paper and the time needed to produce answers all constitute relevant reasons for extra time allowances.

Each application will be considered on its merits.

The allowance of extra time may make a candidate much more tired and place him/ her under pressure to use the extra time awarded, and so the extra time allowed may be arranged allowing for supervised rest periods. During rest periods the papers will be removed.

Each case is viewed flexibly so that individual needs can be assessed in deciding what time allowance is suitable taking into account the physical limitations entailed. Where a visual handicap is involved, 10 minutes per hour of the examination will usually be allowed as extra time. In exceptional cases, this time allowance may be extended, although the allowance will not exceed one hour. Extra time will generally be allowed where an amanuensis is used.

3.3 Special Aids/ Equipment and Suitable Environment

If there are medical reasons, arrangements can be made for the use of equipment and/ or aids normally used for study, eg. A computer, provided that this does not confer an unfair advantage on the candidate. Also where appropriate, new technological aids may be used.

3.4 Recent Disablement/ Temporary Disability

Cases involving recent illness, bereavement, accident, mishap or an occurrence seriously likely to affect a candidates' performance in the Assessment Process will be considered. Generally, clear evidence of the candidates' situation will be required, but where it appears unreasonable to insist on the production of a medical certificate self-certification may suffice. A candidate who is affected immediately before an Assessment or Test should tell the Chief Invigilator, who will use his/ her discretion in deciding whether to vary slightly the time allowed to complete the work, or may provide the candidate with separate accommodation.

3.5 Illness During the Exam

In appropriate cases, if a candidate is taken ill during an Assessment or Test, but is capable of continuing it, any time lost will be added on at the end of the Assessment or Test. Again the Invigilator or Assessor has discretion to decide on the most appropriate action and will take into account the disturbance or distress caused by the illness itself in assessing what extra time is to be allowed.

4 Other Physical Disabilities

A medical certificate or other relevant evidence is required to confirm the candidates' special needs, depending on the merit of a candidates' case, an amanuensis or extra time may be allowed. Consideration will be given to the provision of or the use of special seating, adequate lighting, special pens, continuous roll paper and other special aids as may be necessary in order that the candidate can be as independent as possible.

In extreme cases, if there are medical needs for doing so, an Assessment or Test may be sat with an interruption and thus may be spread over two set periods.

Please contact the Centre Co-ordinator if you have any queries or require further information.

ALLOCATION OF ASSESSOR TO APPRENTISHIP/DIPLOMA CANDIDATE

Dear.....

I am pleased to inform you that you have been allocated the following SVQ / NVQ * candidate (* delete non applicable)

Name..... Sponsor.....

Place of work.....

Tel No (work).....

Home address.....

.....Tel No.....

Qualification Title.....NVQ/ SVQ (*delete non applicable)

Level.....Units.....

I suggest that you arrange an orientation visit within the next three weeks. Please complete a candidate initial assessment Profile form and return to me. The main purpose of the visit will be;

- For you to meet the candidate and check they have a full set of relevant standards / evidence requirement sheets, Including optional units.
- For you to find out as much as possible about the candidates work setting.
- Check that the candidate fully understands the process of assessment which should be candidate led as much as possible with the candidate identifying different sources of evidence. Check too that the candidate is in the process of completing their portfolio.
- To work out an outline timetable for assessment visits. This plan should not be rigid and should be reviewed regularly.
- Please complete N/ SVQ Monthly Reporting Return (4.5.21) and pass to me at the end of each month.
- Inform me of assessment dates so a sampling visit can be arranged.

If you have any problems please do not hesitate to get in touch at any time.

Yours sincerely

Centre Co-ordinator

N / SVQ CANDIDATE INITIAL ASSESSMENT PROFILE

Candidate name	
Award to aim for	
Occupational background / areas of expertise	
Relevant qualifications held	

Skill scan completed

Particular assessment requirements identified;

- Physical impairment
- Sensory impairment
- Learning difficulty
- Lacking confidence
- Language barrier

Comments

Requirements identified;

- Physical aids
- Mechanical aids
- Technical aids
- Extra time for assessments
- Specially devised / adapted assessments
- Additional learning / training needs

Comments

Signature of Candidate..... Date.....

Signature of Assessor..... Date.....

ASSESSOR INDUCTION RECORD

Assessor..... Date started.....

	Signed by Assessor	Date completed
1. Initial contact made by the internal verifier		
2. Production of sample signature and certificates		
3. Received centre procedures and assessment guidance		
4. Centre documentation and procedures explained and understood		
5. Received centre assessment and verification documentation		
6. Internal quality assurance procedures explained		
7. Received the centre organisation chart		
8. APPRENTISHIP/DIPLOMA equal opportunities policy and monitoring explained and understood		
9. Received APPRENTISHIP/DIPLOMA appeals procedure which was understood		
10. Aware of APPRENTISHIP/DIPLOMA resources available		
11. Received personal copy of APPRENTISHIP/DIPLOMA standards		
12. Received NTO guidance on occupational competence and CPD		
13. Comments / questions		

Internal Verifier Signature

Date

N/ SVQ INTERNAL VERIFIERS REPORT ON ASSESSMENT DECISIONS

ASSESSORS NAME..... VERIFIERS NAME.....											
NVQ – SVQ – SPMO – CCES (Delete non- applicable)											
VERIFICATION OF UNIT(s)											
Serial No	ASSESSMENT METHOD(S) KEY:					VALID	AUTHENTIC	SUFFICIENT	CURRENT		
	OB= Observations	WITT= Witness Testimony		PD = Product	S = Simulation						
	WT= Written Questions										
	OT= Oral Questions										
1.	OB WT OT	NAME.....									
	WITT PD S	UNIT.....									
		IV REF.....									
2.	OB WT OT	NAME.....									
	WITT PD S	UNIT.....									
		IV REF.....									
3.	OB WT OT	NAME.....									
	WITT PD S	UNIT.....									
		IV REF.....									
4.	OB WT OT	NAME.....									
	WITT PD S	UNIT.....									
		IV REF.....									
5.	OB WT OT	NAME.....									
	WITT PD S	UNIT.....									
		IV REF.....									
6.	OB WT OT	NAME.....									
	WITT PD S	UNIT.....									
		IV REF.....									
7.	OB WT OT	NAME.....									
	WITT PD S	UNIT.....									
		IV REF.....									

ASSESSORS SIGNATURE.....

DATE.....

IV'S SIGNATURE.....

DATE.....

IV REPORT No

N/ SVQ IV ASSESSOR ACTION PLAN/ FEEDBACK

ASSESSOR NAME..... N/ SVQ TITLE.....

Serial No	ACTION REQ`D / COMMENTS	TARGET DATE	COMP DATE	IV SIGNATURE

ASSESSORS SIGNATURE..... DATE.....

I V `S SIGNATURE..... DATE.....

ICA 100 IV REPORT ON ASSESSMENT DECISIONS

Candidate Name..... Date.....

Assessor Name..... Cat.....EWA/ FOUND

Does the candidates portfolio contain evidence of;	Yes/ No	Comments
Registration details CQS 001 CQS 004 CPCS 01		
Witness testimony of experience & Training (EWA only)		
Assessment plan		
Periodic reviews/ reports/ feedback		
CPCS Achievement Test Record		
Knowledge evidence for all modules		
Inferred evidence i.e. previously completed categories		
Assessment verified as being completed by candidate and assessor		

Internal Verifiers Name.....

Internal Verifiers signature..... Date.....

ICA 100 IV FEEDBACK/ ACTION PLAN

Action Required	Action By	Target Date	Date Achieved & IV Sig

Assessor Signature.....

Date.....

IV Signature.....

Date.....

CANDIDATE INTERVIEW RECORD

Candidate;	N/ SVQ – ICA Level;
Assessor;	Internal Verifier;
When did you begin the programme? What topics were covered in your induction?	
Was any of your prior experience considered/ used towards the qualification?	
Did anyone find out about any training you needed?	
Did you have any training whilst working towards your qualification? If so, what?	
Who gave you the training? Where and when was it carried out?	
Was equal opportunities policy explained to you? Did you understand it?	
Was the process of getting your qualifications explained to you? If so, what do you understand this process to be?	
Did you draw up a plan to achieve the qualification with your assessor/ supervisor?	
Does your assessor/ supervisors involve you in planning assessments in advance?	
When, where and how does assessment take place?	
What types of evidence have you collected so far?	
Do you understand what aspect the evidence covers	

APPRENTISHIP/DIPLOMA	
How soon after you started was your first assessment?	
Who assessed your evidence? Does anyone else see your portfolio?	
How often do you see your assessor & do you feel that is often enough? If not how often would you like him/ her to visit?	
Does your assessor give you feedback after assessment? Is this feedback in written form?	
What units have you completed so far? Have you signed any documentation to confirm completion?	
What kind of help and guidance have you received to put your portfolio together?	
Do you think the qualification will help you in your work now and in the future?	
How do you feel your assessor is performing?	
I agree that the contents of this form may be shared with my assessor Candidate signature: Date:	Internal Verifier signature: Date;

ASSESSOR TRAINING NEEDS ANALYSIS RECORD

Assessor		Internal Verifier	
How long have you worked for this organisation?			
How many candidates have you assessed/ or are assessing?			
What levels?			
Describe briefly the main purpose of your job			
List in order of importance the main tasks of your job			
Give brief details of any qualifications you have			
List the skills knowledge abilities experience necessary to do your job effectively			
What in your opinions are your present training needs?			
Can you identify any areas of training for the future?			
Have you attended training on anti-discriminatory practice?			
Any other comments			
Signed.....Assessor		Date.....	
Signed.....Internal Verifier		Date.....	

N / SVQ CENTRE FLOWCHART

PROFILE
CANDIDATE

ENTER DETAILS INTO
CQS ONLINE
& RECEIVE PROFILE
REPORT BACK
(NOT SPMO)

REGISTER
CANDIDATE
VIA PHONE / FAX

ENTER CANDIDATE DETAILS
ONTO CENTER REGISTRATION
SYSTEM

INFORM IV OF
CANDIDATE DETAILS TO
BE ENTERED ONTO IV
SAMPLING PLAN

RECEIVE PAYMENT FROM
EMPLOYER
(IF GRANT FUNDED)

INFORM IV OF ASSESSOR
STARTING TO ASSESS
CANDIDATE
(TURN SAMPLING PLAN GREEN
& NOTE ON ACHIEVEMENT MATRIX)

IV PLANS IV
ACTIVITIES

PERIOD OF ASSESSMENT/
IV'ING, 10 WEEKS MIN-
ON COMPLETION OF
UNITS ENTER DATES
ONTO ACHIEVEMENT
MATRIX (ASSESSOR TO
USE MONTHLY REPORTING
RETURN – 4.5.20)

ONCE FULL NVQ IS COMPLETED
ENTER FINAL DATE ONTO
ACHIEVEMENT MATRIX,
COMPLETE CQS 004 & TURN
SAMPLING PLAN RED

RECEIVE CERTIFICATE,
ISSUE TO CANDIDATE &
ENTER DATE ONTO
ACHIEVEMENT MATRIX
& COPY CERTIFICATE

ICA 100 CENTRE FLOWCHART

RECEIVE
CANDIDATE
ENQUIRY

INFORM CPCS DEPT OF TRG/
ASSESSMENT ACTIVITY
(4 DAYS MIN NOTICE)

ASSESSOR COMPLETES
TRG/ ASSESSMENTS ON
SITE

IV SAMPLES PORTFOLIO/
ASSESSOR PERFORMANCE

CANDIDATE TO COMPLETE
INDEPENDENT H & S TESTING

CANDIDATE PORTFOLIO
PLACED IN TOP (HOLDING)
DRAW

PORTFOLIOS ENTER
CENTRE FILING SYSTEM

INCOMPLETE PORTFOLIOS
PORTFOLIOS RE- SUBMITTED
TO IVC ON COMPLETION
OF ACTION PLANS

CERTIFICATION/ CARD
CLAIMED ON SIGNING OFF OF
CQS 004 BY IVC

RECEIVE CERTIFICATION &
CARD. COPY CERT RECORD
DETAILS & ISSUE TO
CANDIDATE

ARCHIVE PORTFOLIO

THE INTERMEDIATE CONSTRUCTION AWARD AND CPCS CARD

PROCEDURES FOR FOUNDATION TRAINING

ENQUIRY RECEIVED	Notify CTA Unit of foundation training using form CITB-CPCS-FM-NI. Apply for grant using form CITB-CPCS-FM-N2
INDUCTION	Complete registration form (CQS 001) (unless previously registered). State training and assessment requirements of ICA, explain equal opportunities policy and appeals procedure and discuss training assessments.
MODULE 1	Complete training requirements and assessments for all items contained in the trainers brief. Record assessments for all items on assessors marketing sheet for projects 1 & 2 (with time taken). Ensure all answers for knowledge test are recorded. Give feedback to candidate. Formulate new assessment plan if necessary. Ensure all sheets are signed by candidate and assessor.
MODULE 2	Complete training requirements for all items contained in the trainers brief. The CITB health and safety test is mandatory for award of this module and can be booked by telephoning 0870 600 4020. Establish underpinning knowledge (with supporting evidence- written test). Give feedback to candidate. Formulate new assessment plan if necessary. Ensure sheet is signed by candidate and assessor. When candidate successfully achieves Independent T/Screen test, sign off CPCS 01.
MODULE 5 FOR SPECIFIC ITEM OF PLANT (not A40)	Complete training requirements and assessments for all items contained in the trainers brief. Record assessments for all items on assessors marking sheet for project 1; and either 2 (mobile plant) or 3 (static plant). Ensure all answers for knowledge test are recorded. Give feedback to candidate. Formulate new assessment plan if necessary. Ensure all sheets are signed by candidate and assessor.
ADDITIONAL MODULE FOR SPECIFIC ITEM OF PLANT	Complete training requirements and assessments for all items contained in the trainers brief (varying in number) required by the particular item of plant. Record assessments for all items on assessors marking sheets for all projects (with time taken). Ensure all answers for knowledge tests are recorded. Give feedback to candidate. Formulate new assessment plan if necessary. Ensure all sheets are signed by candidate and assessor.
ACHIEVEMENT OF INTERMEDIATE CONSTRUCTION AWARD	Record achievement details on CQS 004. Send CQS 004 to CITB. File all remaining paperwork securely.
CPCS ACHIEVEMENT TEST	Discuss terminal objectives / specifications with candidate. Ensure achievement pre-test checklist is completed. Complete and record assessments for all items on CPCS achievement test – assessors marking sheet. Ensure all sheets are signed by candidate and assessor.
APPLICATION FOR CPCS CARD	Send: CPCS 01 form to CITB. File all remaining paperwork securely.

INTERNAL VERIFIERS REPORT ON ASSESSOR PERFORMANCE

Assessor		Location	
Candidate			
Internal Verifier			
NVQ SVQ ICA			
Units		Date	
Checklist	Yes	No	Examples
10. Candidate put at ease			
10. Is assessor unobtrusive			
3. Assessment procedure explained and negotiated with candidate			
4. Candidate encouraged to relate evidence to standards			
10. Relevant questions asked			
10. Evidence requirements met			
7. Clear, prompt evaluative feed back provided			
8. All possible sources of evidence have been considered			
9. Further action agreed with candidate where appropriate			
10. Necessary assessment documentation completed			
Assessment activity observed / comments			
Action points		By whom	By when
			Actioned sig
Assessor Sig	Date	IV Sig	Date

THE INTERMEDIATE CONSTRUCTION AWARD AND CPCS CARD

PROCEDURE FOR EXPERIENCED WORKER ASSESSMENT

ENQUIRY RECIEVED	Notify CPCS Unit of EWA using form CITB-CPCS-FM-NI
INDUCTION	Complete registration form (CQS 001) (unless previously registered). State requirements of ICA, explain equal opportunities policy and appeals procedure and discuss assessments
MODULE 1	Ensure experienced operator verification sheet is completed providing evidence of at least 3 years experience on general plant and 2 years experience on specific plant. Ensure experienced operator question paper is completed. Complete and record assessments for all items on assessors marking sheet for projects 1 & 2 (with time taken). Give feedback to candidate. Formulate new assessment plan if necessary. Ensure all sheets are signed by candidate and assessor
MODULE 2	The CITB health and safety test is mandatory for award of this module and can be booked by telephoning 0870 600 4020. Establish underpinning knowledge (with supportive evidence – written test). Give feedback to candidate. Formulate new assessment plan if necessary. Ensure sheet is signed by candidate and assessor. When candidate successfully achieves Independent T/Screen test, sign-off CPCS 01.
MODULE 5 FOR SPECIFIC ITEM OF PLANT, plus ADDITIONAL MODULE FOR SPECIFIC ITEM OF PLANT, plus CPCS ACHIEVEMENT TEST	Ensure experienced operator question papers for module 5 (except A40 S/S) and the specific modules are completed. Discuss terminal objectives / specifications with candidate. Ensure achievement pre-test checklist is completed. Complete and record assessments for all items on CPCS achievement test – performance marking sheet. Give feedback to candidate. Formulate new assessment plan if necessary. Ensure all sheets are signed by candidate and assessor. (N.B. ICA assessors marking sheets for module 5 and specific module are <u>not</u> required)
ACHIEVEMENT OF INTERMEDIATE CONSTRUCTION AWARD AND APPLICATION FOR CPCS CARD	<u>ENSURE PREVIOUS TRAINING AND EXPERIENCE IS VERIFIED</u> Record achievement details on CQS 004. Send; CQS 001 (if not previously registered) CQS 004, CPCS 01 form to CITB. File all remaining paperwork securely.

