

Insight Care Training



**Lesson One**



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## Functions, Concepts and Principles of Assessment

Assessment identifies and confirms the knowledge and competencies gained by a learner when undertaking a qualification. The functions and purpose of assessment are to measure a learner's knowledge, understanding, skills and standard of learning. The aim of assessment is to confirm that a learner has gained knowledge and can prove their competency and skills.

The principles of assessment are that assessment is Valid, Authentic, Current, Sufficient and Reliable – known as VACSR.

- Valid-** The assessment process is appropriate to the subject or qualification, assesses only what is meant to be assessed and the learner's work is relevant to the assessment requirements
- Authentic -** the work has been solely produced by the learner
- Current -** the work is relevant at the time of assessment
- Sufficient -** The work covers all of the assessment criteria/ learning outcomes
- Reliable -** Work is consistent across learners, over time and at the required level.

## Role and responsibilities of an assessor

An assessor has numerous roles and responsibilities. These include; planning assessment, assessing learner knowledge and competencies, giving feedback to learners and planning for future assessment activities.

It is an Assessor's responsibility to ensure a learner is given a detailed and robust induction into a qualification. At the induction stage, an assessor must ensure a learner completes initial assessment activities to ensure individual learner needs are identified and can be met.

It is also an assessor's responsibility to ensure that a learner is fully aware of what is expected from them during a qualification, that all assessments are planned and organised, and that a learner is fully aware of the assessment activities that will take place.

An assessor must record assessment judgements and give detailed and informative feedback to learners. Assessors are responsible for following the correct procedures set by a provider and awarding organisation, as well as adhering to relevant legislation and maintaining learner confidentiality.

An assessor is responsible for promoting equality and valuing diversity with their learners. An assessor must also ensure they maintain their own competencies in their specialist area and continue to undertake CPD activities on a regular basis.

## Regulation and legislation

There are a wide range of legislative regulations and requirements that an assessor must be aware of and adhere to. The following legislation and codes of practice are relevant to the assessor's role and assessment.

The Health and Safety at Work Act 1974 and associated regulations. The health and safety of staff, learners and visitors whilst on-premises, or involved in organised assessment activities must be protected, as far as is reasonably possible.

Data Protection Act 2018. This act states the data held about learners must only be used for specific purposes allowed by law and that the confidentiality of a learner's information is paramount at all times.

The Safeguarding Children and Vulnerable Groups Act 2006, introduced a new vetting and barring scheme for all those working within assessment, education and training. Anyone working within education and training must complete a Disclosure and Barring Service (DBS) check.

The Equality Act 2010 is in place to stop any form of discrimination in employment and education on grounds of religion or belief, sexual orientation and age. The Equality Act ensures that any learner engaged in education or training has a fair chance of accessing education. The equality of learners should be promoted at all times. Learner's diversity must also be valued.

## Codes of practice

The Society for Education and Training (SET) have a set of Professional Standards that anyone working in training, assessment or teaching is expected to follow. The Chartered Institute of Educational Assessors also develops principles and procedures which assessors are expected to follow.

Awarding Organisations set specific requirements that their approved centres are expected to adhere to and follow. Assessors working within an approved centre of an awarding organisation must be aware of the requirements expected, to ensure they can be fully met.

'Other' means those who don't work with children or adults specifically, but potentially both, e.g. taxi drivers. The police will only release information that's relevant to the post being applied for.

An employer must not apply for a check unless the job role is eligible for one. They must tell an applicant why they are being checked. A DBS check has no official expiry date. Any information included will be accurate at the time the check was undertaken. It is up to an employer to decide if and when a new check is needed.



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