



## Outline of QCF Assessor Course

### Overall Aims

to qualify the course members to LLUK QCF Assessor qualification

### Aims of Course

to cover assessing skills to National Occupational Standards so that course members are prepared for assessment on-the-job.

### Style of the Course

informal and participative. discussion of knowledge and understanding, and practice of both coaching and assessing related to work activities.

Introductions and domestics

Aims of the programme

Background to QCF

Framework, levels, qualifications, developing and awarding bodies

Units, Learning Outcomes, Assessment Criteria etc. illustrated by QCF

Assessment Role Play

Fears on being assessed

Four stages of an assessment

Assessment planning

Methods for collecting evidence

Quality assurance issues

Practical coaching and assessments

Professional Discussion following observed assessment

Portfolio construction

Evidence requirements

Professional Discussion on Knowledge and Understanding for QCF Assessor

Action planning for assessments on-the-job and completion of portfolio

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