



Outline of RQF Assessor Course

Overall Aims

To qualify the course members to the LSIS RQF Assessor qualification (CAVA)

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 RQF / QCF

Framework, levels, qualifications, Awarding Organisations' Units, Learning Outcomes, Assessment Criteria etc. illustrated by RQF

Assessment Role Play

Fears on being assessed

Four stages of an assessment

Assessment planning

Methods for collecting evidence

Quality assurance issues

Constructive Feedback

Practical coaching and assessments

Professional Discussion following observed assessment

Portfolio construction

Evidence requirements

Professional Discussion on Knowledge and Understanding for RQF Assessor

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



Structure of the RQF Assessor Course

Training

Training is currently taking place via Video Chat using Zoom to ensure everyone's safety during Covid Restrictions.

Training usually takes 4 hours where our trainers discuss all the above details with the assistance of a PowerPoint presentation

Our trainers will also run through the Portfolio with you

Next Step

Once the training is completed, we will send you your portfolio and recommend that you start in section 6

Portfolio

You need to complete all the sections of the portfolio and send them to your assessor for checking and feedback as you go along

We will collect them into an e'portfolio so we can manage your progress and help you along

We suggest you send it by email or, for large files such as recordings, we prefer "We Transfer" <https://wetransfer.com>

Assessments

You will need to complete four assessments with two different candidates

Meaning assessing Two candidates Twice each

We recommend assessing these candidates with your own assessment paperwork

Assessment paperwork can be provided if required

All of the paperwork completed for these assessments needs sending to us to meet the criteria in your e'portfolio

We need video evidence of one of these assessments showing you giving your candidate a briefing, through the candidate conducting the assessment and then you giving your candidate feedback, this will then be observed by your A1 Assessor