

AV1 - Application for qualifications to be accepted as evidence for Assessor and Verifier qualifications.

QCA has issued guidelines stating that to be considered as suitable evidence towards gaining the A&V Awards the non- NVQ qualification must meet with the following criteria:

1. The qualification must be **within the workplace**, with the constraints that apply within a real working environment, pressure constraints, responsibility, accountability, pay/time constraints. The qualification should not be run in a simulated working environment or in the classroom environment; it needs to be actual work with natural occurring evidence. The evidence being assessed by the assessor-candidate must come from the *workplace of the person being assessed*. The workplace is deemed to be the normal place of work of the individual. Where the individual is involved in working at different locations then the evidence must come from the normal work activity of that person. Where the relevant sector body has agreed to the use of a 'realistic working environment' (e.g. Health & Beauty and Catering) this is also deemed acceptable. Some Voluntary / Unpaid work may also be acceptable (e.g. drug counselling)

The qualification must be awarded on the basis of the assessment of workplace competency.

Short work experience placements (e.g. as part of the Skills for Life initiative) do not represent a true work environment. These are not the same as longer term placements where candidate / trainee is actually carrying out the functions of a job role over a period of time which allow skills to be developed & used.

The qualification must be a **National qualification**; recognised by an Awarding Body or recognised national entity.

2. The qualification must be an **NVQ look-a-like**. The structure and format should resemble an NVQ and contain performance criteria, range/scope statements, knowledge and understanding or equivalents. Evidence of this will need to be provided; a minimum of **one unit from the non-NVQ award** displaying its similarity to an NVQ structure should be attached to the application form (AV1). It is necessary to show how the candidates who achieve the award would be able to assess or verify an NVQ.

All Awarding Bodies have agreed that the use of assessment of Key Skills qualifications would **not normally** be accepted as the basis of evidence for assessor candidates unless these are totally assessed in the workplace. Vocationally related qualifications (VRQs) such as BTEC qualifications are also **not normally** acceptable unless these are totally assessed in the workplace. For example while the theory and learning can be in classrooms and via project and assignments, their application and assessment must be work based with a demonstration of performance to the standards in a similar way to NVQs.

The awarding body ensures that the outcomes of assessment are equivalent to those gained by using NVQ evidence.

3. Quality Assurance Arrangements of the Non-NVQ qualification.

Learners are registered on the stand-alone Level 3 and 4 qualifications for assessors and verifiers to ensure that each qualification is subject to independent assessment and also subject to the NVQ Code of Practice.

Assessment - the outcomes of assessment using the non-NVQ qualification need to be equivalent to those gained by using NVQ evidence, you will need to explain and provide evidence to show the way the assessment arrangements are similar to NVQ assessment arrangements; with observation assessments, question and answers, witness statements etc.

Standardisation - evidence of standardisation meetings, exercises, and observations.

Internal Verification Arrangements - evidence of IV policies and procedures that relate to the Non-NVQ qualification.

All the evidence for Quality Assurance Arrangements should be submitted in order for an evaluation to be made without further requests for information from us which may hold up your application.

Centres should complete the AV1 form and ensure they attach a minimum of one unit and the supporting evidence from the quality assurance arrangements for non-NVQ award they are applying for. The completed application should be submitted via email to NVQ@Edexcel.com at Edexcel, One90 High Holborn, London, WC1V 7BH.

Further guidance

Qualifications where NVQs already exist

Applications will need to explain the reasons why the NVQ is not appropriate such as work in secured units like prisons and environments where learners are not allowed to work directly with client due to other regulatory constraints. These will be subject to limited approval with a review when the application needs to be re-submitted

Quality Assurance Arrangements

The application needs to contain information on how the Non-NVQ will be subject to normal NVQ QA arrangements such as professional discussion, standardisation meetings, internal and external verifier arrangements similar to those set out in the QCA NVQ Code of Practice. The more evidence that is supplied which gives confidence that the learner-A1 and V1 are and will be able to assess and verify NVQs in general the better the likelihood of the specialist recommending approval. These could include CVs and copies of certificates as well as arrangements for counter-signing. There needs to be information supplied on how the learner is going to keep up to date with NVQ developments and knowledge of assessment strategies, sector skills councils and the regulatory requirements of NVQs

External quality assurance arrangements

Where a Non-NVQ is accredited with an awarding body that is not approved for NVQs the quality assurance arrangements must be in line with the NVQ Code of Practice. Statements to the effect that the Non-NVQ guidance requires or recommends A & V units are not adequate to demonstrate that these will be approved

Workplace evidence

Applications need to provide information on actual work that the learner assessors' own candidates will be in a realistic working environment that proper workplace assessments can be carried out

Independent assessment

The A and V standards require independent assessment. The application needs to contain evidence that there will be sufficient qualified staff to be able to carry out Independent assessment