

GQA – A1 Centre Compliance Form (20/01/04 Issue 2)

Relating the D32/D33 Units to the A1 Level 3 Award in Assessing Candidates Using a Range of Methods.

The purpose of this document is to enable the provision of evidence that you as a **D Unit qualified assessor** are able to impart the standards of the **A1 Level 3 Award in Assessing Candidates using a Range of Methods**. You are not expected to achieve the Award but should demonstrate that you understand and are applying the requirements of the new standards. The language of the standards has been changed to make the assessment requirements clearer and easier to interpret.
The NVQ Code of Practice is a working document and therefore all D32/D33 assessors should now be operating to the new A1 Award standards.

These specific questions for completion by you the D32/D33 Assessor, relate to the differences between the old and new standards.

Assessor Name: (print) _____ . **GQA Licence No.** _____

Centre Name: _____

Questions	Y	N
Have you been advised that the A1 Level 3 Award has replaced the D32/D33 standard for assessors?		
Have you received guidance in the new A1 standards requirements?		
Do you possess a personal copy of the new A1 standards requirements?		
Do you ensure that all of your candidates complete the NVQ/SVQ declaration on page E of their GQA qualification booklet?		
Have you taken account of these assessor performance actions with respect to your candidates and the assessment process?		
1. Identifying the contribution to evidence of past experience and achievement. -----	-----	-----
2. Explaining and resolving inconsistencies in evidence. -----	-----	-----
3. Using a variety of assessment methods and planning and agreeing the most appropriate methods to adopt. -----	-----	-----
4. Conducting and recording the results of professional discussions with your candidates. -----	-----	-----
5. Giving constructive feedback at an appropriate time and place and identifying the next assessment steps. ---	-----	-----
6. Ensuring that the evidence supplied by the candidate and other people is reliable. -----	-----	-----
Have you taken into account these assessor performance actions with respect to systems and procedures?		
1. How to protect confidentiality and deal with sensitive issues. -----	-----	-----
2. How to follow the complaints and appeals procedures. -----	-----	-----
3. How to deal with assessment contributions from other people. -----	-----	-----
4. How to handle disputes and difficulties. -----	-----	-----
5. How you contribute to the internal quality assurance process. -----	-----	-----
Has knowledge of the new A1 Award standards clarified your assessor role?		
Have your centres systems and procedures changed as a result of introducing the A1 standards?		
Is the guidance given by the current NVQ Code of Practice and the GQA Awarding Body available to you?		
How do you ensure that the assessment process is fair to all your candidates?		
How do you ensure that the candidates understand? 1. The process of assessment, 2. The support that is available to them, 3. The complaints procedure:		
What supporting evidence is available related to your knowledge and use of the new A1 standards? For example: attended a workshop; was observed by my IV/Centre Coordinator; was observed by a GQA-EV; I am registered on and working towards the A1 Level 3 Award etc.		

Assessor Signature. _____ . **Date.** _____.

To be completed by the Centre Internal Verifier or Coordinator. (* Delete as appropriate)

I believe that, (name) _____ *has satisfied the requirements / *will reach the standard by (date) _____ to operate as an assessor up to the A1 level 3 Award standard

Signed: _____ . Position _____ . GQA licence No. _____ . Date. _____

To be completed by the GQA External Verifier. (* Delete as appropriate)

Having examined the evidence, I believe that, (name) _____ * is able to /* not yet able to operate as an assessor up to the A1 level 3 Award standard.

A GQA licence * will /* will not be issued indicating that the assessor is capable of operating to the A1 level 3 Award standard.

GQA External Verifier signature: _____ . GQA licence No. _____ . Date: _____