**Assessment Planning**

Assessment of candidates in the workplace will normally require a range of activities in order to provide evidence of achievement for the candidate to present to the assessor, and evidence of assessment for the assessor to present to the external verifier.

The assessment process therefore has to be planned carefully in order to ensure that the candidate can achieve all of the learning outcomes of the units in the qualification being taken, and that the evidence provided is able to be verified.

It is important that the assessor discusses the requirements and options for workplace assessment with the candidates at an early stage in the process. This can be on a one-to-one basis or as a group discussion if part of the course leading to the qualification includes all of the candidates being brought together at the centre for tuition. Different methods of assessment, evidence requirements and how the candidates can provide evidence of meeting the learning outcomes and assessment criteria all need to be covered. Candidates will also need to be advised on how tp put together their portfolio of evidence and any specific requirements for this

Candidates need to know what evidence the assessor will be looking for in advance of any workplace visit, and the assessor will need to ensure that the candidate will be undertaking a particular activity or operation during the time of the visit if the assessor is to carry out an Observation of the candidate working, and that workplace supervisors or other line managers will be available during the visit to provide evidence if required. If Witness Statements are to be used as evidence of achievement, the potential witnesses need to be notified of this in advance, their agreement obtained and also be informed of the requirements for the statement.

If Workplace Diaries are to be included in the portfolio of evidence (for example to demonstrate that a particular work activity has been carried out on a number of occasions) the assessor and candidate may need to discuss the level of detail that will be required in the diary. The diary on its own will only provide part of the evidence so the assessor will need to set aside time with the candidate and / or line managers to confirm this evidence by the use of Questioning or Witness Statements.

A pro-forma that can be used for assessment planning is shown below. Care should be taken to ensure that the assessment plan includes all of the assessment criteria for all of the learning outcomes of a unit.



**Assessment Plan**

**Unit**

**Candidate Name**

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| **Evidence to be obtained** | **Learning Outcome / Assessment Criterion** | **Date / Visit Number** |
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