

BIIAB

Name of Regulated Qualification: BIIAB Level 3 Certificate in Assessing Vocational Achievement (QCF)

Level: 3

Ofqual Qualification accreditation number: 601/5101/8

Minimum credits (Size): 15

BIIAB qualification code: CAVA3

Overview**What is the main (primary) purpose of this qualification?**

- To enable you to enter a specific occupation or occupational area and/or confirm your competence in that area

What job role will it help me enter?

It will prepare you with the knowledge required to work as an Assessor; specifically an assessor who assesses vocational achievement.

Who is it for?

This qualification is designed for people working, or who want to work, as Assessors assessing vocational achievement and need a qualification to show their skills and knowledge.

What other purposes does the qualification serve?

- To prepare you for further learning or training.

What is the minimum and maximum amount of learning that directly relates to the role of Assessor?

- All of the learning (100%) relates directly to the role of an Assessor.

How will the qualification meet its purpose?

This qualification has been developed in conjunction with employers and is a recognised qualification that shows that the person who has achieved it is prepared to enter a job role in this area at this level.

Is this qualification at the right level for me?

You should do a qualification at this level (level 3) if you feel you can:

- identify and use relevant understanding, methods and skills to complete tasks and address problems that, while well defined, have a measure of complexity.
- take responsibility for initiating and completing tasks and procedures as well as exercising autonomy and judgment within limited parameters.
- be aware of different perspectives or approaches within an area of study or work
- manage others.

If you feel that you are able to do some of the above but not all (e.g. perhaps you may not feel ready to assume responsibility for task or be able to manage others) you could consider taking a qualification at level 2.

If you feel that this may be too easy for you, you could consider taking an Internal Quality Assurer qualification at level 4, such as BIIAB Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice (QCF).

Will this qualification give me the correct skills and knowledge that I need?

This qualification is suitable for you if you want to understand the principles and practices of assessment, and to be able to assess vocational skills, knowledge and understanding **and** occupational competence in the workplace.

If you **only** need to assess Vocational Skills and will **not** need to assess occupational competence in the workplace then you should undertake the BIIAB Level 3 Award In Assessing Vocationally Related Achievement (QCF) 601/5097/X.

Is this qualification in an apprenticeship?

No, this qualification does not appear in an apprenticeship.

How long will this qualification take me?

It will take you 84 Guided Learning Hours (the number of hours where you will be given guidance, usually by a tutor, in order to achieve the outcomes) and approximately 150 hours in total (1 credit is roughly equivalent to 10 hours of learning time). Some additional time may be needed to assess you. Some people learn more quickly or are more experienced than others so it may take you more or less time than the stipulated guided learning hours to achieve.

Is this the right size qualification for me?

- You should do this Certificate size qualification if you need or want to undertake 84 hours of guided learning
- If you feel this is far too much at this time you could consider focussing on selecting units from this qualification instead

Do I need to do anything before taking this qualification?

- You would need a desire to work as an Assessor
- As part of the qualification you will need to show that you have the skills and knowledge to do the job in the workplace. As such you would need to have, or get, a job or work placement to complete the qualification. Your college, centre or training provider may be able to help you with this
- You should have the ability to achieve the qualification (after learning and training).
- You do **not** need to have any other qualifications or pass any tests before undertaking this qualification

At what age can I take this qualification?

This qualification is suitable for learners aged 18 or above.

What does this qualification cover?

Overall: Completion of this qualification will give you the knowledge, understanding and skills for a Vocational and Occupational Assessor at level 3.

Mandatory units: You will be assessed on the following areas:

- Understanding the principles and practices of assessment
- Assessing occupational competence in the work environment
- Assessing vocational skill, knowledge and understanding

Framework: This qualification is accredited on the Qualifications and Credit Framework (QCF).

What could this qualification lead to?

The qualification allows you to show you have level 3 Assessor knowledge and skills.

You could choose to move on to work as an Internal Quality Assurer or External Quality Assurer. If a career as an Internal Quality Assurer is of interest to you, the following qualifications may be suitable:

- BIIAB Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice (QCF)
- BIIAB Level 4 Award In the Internal Quality Assurance of Assessment Processes and Practice (QCF)
- BIIAB Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (QCF)

It may also help you to get a job, to improve your performance or get promoted.

Who supports this qualification?

This qualification is supported by the following employers:

- DABD(uk)
- Exalon
- JTJ
- SMART
- SRP

Given the nature of the qualification some of these employers are also training providers (as they employ assessors) and some are have a Recruitment branch to their business; they are responding in their capacity as an employer. These letters of support are available [here](#).

Official Regulated Purpose (for centre use):

Ofqual Purpose D. Confirm occupational competence and/or 'licence to practice'

Ofqual Sub Purpose D1. Confirm competence in an occupational role to the standards required