



# Assessment Qualifications.

Level 3 Award in Assessing Competence  
in the Work Environment (RQF)





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## Distance Learning.

Our assessment courses are distance learning, led through our online learning platform. This allows you freedom to work at a pace that suits you from a location of your choosing - which includes your own home!

Our online learning platform is available 24 hours a day, 7 days a week. The course has been developed by our teachers and provides a range of resources which are designed to help you achieve your qualification and extend your assessing skills.

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## Regulated Qualifications.

The Level 3 Award in Assessing Competence in the Work Environment (RQF) is a nationally recognised, regulated qualification awarded by Training Qualifications UK - an OFQUAL regulated awarding organisation.

Our courses are rigorously quality assured to ensure that the highest standards are maintained for all of our learners.







This qualification is intended for assessors who assess occupational competence in an individual's work environment.

## **Course Content.**

The Level 3 Award in Assessing Competence in the Work Environment (RQF) is a recognised qualification which is intended for assessors who assess occupational competence in an individual's work environment.

The qualification is made up of the following units:

1. Understanding the principles and practices of assessment (D/601/5313)
2. Assess occupational competence in the work environment (H/601/5314)

We expect you to spend approximately 90 hours on completion of this qualification.



## Unit 1 Overview.

This introductory unit includes content which will enable you to:

- Understand the principles and requirements of assessment.
- Understand different types of assessment method.
- Understand how to plan assessment.
- Understand how to involve learners and others in assessment.
- Understand how to make assessment decisions.
- Understand quality assurance of the assessment process.
- Understand how to manage information relating to assessment.
- Understand the legal and good practice requirements in relation to assessment.



## Unit 2 Overview.

This unit includes content which will enable you to:

- Be able to plan the assessment of occupational competence.
- Be able to make assessment decisions about occupational competence.
- Be able to provide required information following the assessment of occupational competence.
- Be able to maintain legal and good practice requirements when assessing occupational competence.





## Assessment.

- To gain your level 3 award you will be required to submit product evidence to demonstrate your ability to plan, assess and feedback on your learners performance.
- The assessment evidence you provide must come from a real assessment situation and simulation is not allowed for any part of unit 2 in this course.
- We ask you to provide another qualified assessor to act as an expert witness and confirm that you have assessed the learners in a fair and consistent manner.
- The course also includes an introductory theory unit - understanding the principles and practices of assessment - which will be assessed through the submission of a number of written assignments.





# Course Feedback.

*“Excellent course, assignments graded really quickly with good feedback. Help from tutors whenever you need it and support throughout.”*

- Michelle Phillips ★★★★★

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*“Brilliant course, very easy to follow. The practical training was delivered in a very enjoyable way, not once did I look at the time.”*

- Janet Pike ★★★★★

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*“Everything I needed to complete the Level 3 Award in Education and Training was provided by CTC Training and Development in a smart package of training and assessment. Although I didn’t use it, there was access to my tutor with various contact methods available. The presentation material was up-to-date and enjoyable to use, there was plenty of guidance for further reading which pointed me in the right direction for researching topics. Submitted assignments were graded quickly with good feedback. Overall, I was very happy with the course and would gladly use CTC again.”*

- Jim Lucus ★★★★★

*“I completed the Level 3 Award in Education and Training online, the information provided by CTC for the qualification was excellent, the portal was easy to navigate and to upload your assignments. The knowledge of Chris and Craig was first class and they were always accessible to provide guidance and help when needed, with quick feedback on your assignments. I would have no hesitation in recommending CTC to others, and if you want to achieve your level 3 Award in Education and Training CTC Training is the place to go.”*

- John Casey ★★★★★

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# Our Process.

**1**

## View our online courses.

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Call us for assistance if you're unsure what's right for you.

>

**2**

## Select your course.

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You can do this online and pay in part or full.

>

**3**

## Get your account.

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Once signed up, you'll get login details to access your course online.

>

**4**

## Book an induction.

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Book your induction through your tutor's diary - we'll send a link.

**5**

## Dive into the course.

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Write assignments and gather evidence (depending on your course requirements).

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**6**

## Support from your tutor.

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You'll have a dedicated tutor who will always be available to chat and support you in your learning.

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**7**

## Assignment marking.

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Get feedback from your tutor. If you don't pass first time, you can resubmit (it doesn't cost any extra).

>

**8**

## Congratulations!

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Once you complete the course in full, you'll be issued a regulated certificate!





# Contact Us.

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