

### DURATION, DAY, DATE AND TIME OF THE COURSE:

This is a part-time programme lasting for 10 weeks.  
It is available throughout the academic year, days and times to be confirmed.

Teacher Training  
**ACADEMY**

### VENUE:

This course is offered at East Surrey College or remotely to external organisations.

### ENTRY REQUIREMENTS:

Level 2 in English or above. No prior teaching/training experience is required, but trainee assessors must have access and be able to assess at least two learners in the workplace. It is the trainee assessor's responsibility to find their own learners.

### WHAT QUALIFICATIONS WILL I GET?

On successful completion of this course students will achieve a Certificate in Assessing Vocational Achievement (CAVA) Level 3 qualification (City & Guilds).

### COURSE DESCRIPTION:

This Level 3 City & Guilds qualification is intended for those who assess both occupational competence in the work environment and vocational skills, knowledge and understanding in environments other than the workplace (for example a workshop, classroom, or other training environment).

You will cover all the essential principles and practices in assessment and quality assurance including assessing competence and achievement. Learning is closely linked with your current work environment. The course is structured across classroom sessions, covering key aspects of the programme, observations work-based assessments, professional discussions, and regular you will have 1-1 progress meetings with your tutor.

### DELIVERY MODEL:

The course at East Surrey College combines face-to-face lessons in the classroom, remote delivery via Teams, and one-to-one tutorials. Remote delivery to external organisations is flexible and can be tailored to the needs of your organisation.

### UNITS/TOPICS COVERED:

This qualification requires the completion of the following three units (15 credits):

- Unit 301 – Understanding the Principles and Practices of Assessment. This unit is to assess the knowledge and understanding of the principles and practice of assessment.
- Unit 302 – Assess Occupational Competence in the Work Environment. The aim of this unit is to assess performance in carrying out assessments of occupational competence in a work environment.
- Unit 303 – Assess Vocational Skills, Knowledge and Understanding. The aim of this unit is to assess performance of vocational skills, knowledge and understanding outside of the work environment.

*Other combinations of these units are also available. Please contact us if you require further information.*

### TYPE OF ASSESSMENT:

You will be assessed through an observation of you assessing a candidate within your assessment area. You will also be evaluated on the evaluation a portfolio of evidence generated by using a range of assessment methods. You will be offered regular tutorials and guidance on the assessment process and how to build your portfolio of evidence.



Assessment will take place in workplace – an assessor from the College will be assigned and assessments will take place in the workplace to minimise disruption.

**EQUIPMENT NEEDED:**

Access to computer/laptop.

**WHERE CAN IT LEAD?**

The qualification allows candidates to progress into employment as qualified assessors. You can transfer three credits to the Award In Education and Training (AET) Level 3.

Progression routes:

- Award in Education and Training (AET) Level 3
- Award in the Internal Quality Assurance of Assessment Processes and Practice (IQA) Level 4
- Certificate in the Internal Quality Assurance of Assessment Processes and Practice Level 4

**COURSE FEE:**

£570

If you are 19+ on 31 August 2022 and meet the ESFA (Education & Skills Funding Agency) residency criteria, the standard fee will apply unless you qualify for free tuition.

The full fee will apply if you are aged 19+ on 31 August 2022 and you do not meet the ESFA residency criteria or if there is no Government funding for this qualification.

Contact Client Services for advice and guidance on funding and eligibility. Please be aware that there may be additional costs for materials.

**WHAT TO DO NEXT:**

If you have any outstanding queries please contact our Client Services team on 01737 788444 or at [clientservices@esc.ac.uk](mailto:clientservices@esc.ac.uk).

To apply online for this course, please visit [www.esc.ac.uk](http://www.esc.ac.uk).

**Disclaimer:**

Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format, please contact Client Services on 01737 788444.

