



<p>2 Explain how the outcomes of assessment are equivalent to those gained by using NVQ evidence. You need to explain the way the assessment arrangements are similar to NVQ assessment arrangements. Please see guidance.</p> <p>If you need more space to answer this question, please continue on a separate sheet.</p>	<p>Office use only</p> <hr/> <p>Unit Enclosed</p>
<p>3 Show how the assessor and internal verifier candidates would be able to assess or internally verify an NVQ Please see guidance.</p> <p>If you need more space to answer this question, please continue on a separate sheet.</p>	<p>Office use only</p> <hr/> <p>Supporting documents enclosed.</p>

**PLEASE NOTE: THIS APPLICATION SHOULD BE SUPPORTED BY ADDITIONAL DOCUMENTATION, AS COMPLETION OF THE ABOVE BOXES ALONE DOES NOT PROVIDE ADEQUATE EVIDENCE.**

## Centre Declaration:

I declare that the information contained in this application is correct and current, and that I am authorised to sign on behalf of the centre.

I agree that:

- The use of this evidence will be subject to the centre's quality control procedures for NVQs.
- A system is in place to ensure ongoing staff development and updating in relation to this application.
- The use of this non-NVQ evidence is subject to review and if quality is not maintained, certificates may not be issued and/or approval withdrawn.

*This declaration should be made by a senior member of the centre responsible for curriculum quality*

Signature ..... Date .....

Name (*print*) ..... Position .....

### Checklist - Have you:

- Completed all sections of this application form
- The application is signed and dated
- Attached a minimum of one unit
- Included information re. Quality Assurance arrangements for the Non-NVQ Qualification

Please tick box:

( )

( )

( )

( )

## **AV1 - Application for qualifications to be accepted as evidence for Assessor and Verifier qualifications.**

QCA has issued guidelines stating that to be considered as suitable evidence towards gaining the A&V Awards the non- NVQ qualification must meet with the following criteria;

### **1. The qualification must be within the workplace.**

The qualification and the assessment thereof must take place with the constraints that apply within a real working environment, pressure constraints, responsibility, accountability, pay/time constraints. The qualification should not be run in a simulated working environment or in the classroom environment, it needs to be actual work with natural occurring evidence. The evidence being assessed by the assessor-candidate must come from the *workplace of the person being assessed*. The workplace is deemed to be the normal place of work of the individual. Where the individual is involved in working at different locations then the evidence must come from the normal work activity of that person. Where the relevant sector body has agreed to the use of a 'realistic working environment' (e.g. Health & Beauty and Catering) this is also deemed acceptable. Some Voluntary/Unpaid work may also be acceptable (e.g. drug counselling).

The qualification must be workplace competency-based assessment.

Short work experience placements (e.g. as part of the Skills for Life initiative) do not represent a true work environment. These are not the same as longer term placements where candidate / trainee is actually carrying out the functions of a job role over a period of time which allow skills to be developed & used.

The qualification must be a **national qualification**, recognised by an Awarding Body or recognised national organisation.

### **2. The qualification must be an NVQ look-a-like.**

The structure and format should resemble an NVQ and contain performance criteria, range/scope statements, knowledge and understanding or equivalents. Evidence of this will need to be provided - a minimum of **one unit from the non-NVQ award** displaying its similarity to an NVQ structure should be attached to the application form (AV1). It is necessary to show how the candidates who achieve the award would be able to assess or verify an NVQ.

All Awarding Bodies have agreed that the use of assessment of Key Skills qualifications would **not** be accepted in the future as the basis of evidence for assessor candidates. GNVQ and BTEC qualifications are also **not** acceptable as these are general vocational and vocationally-related rather than vocational qualifications.

The awarding body ensures that the outcomes of assessment are equivalent to those gained by using NVQ evidence.

### **3. Quality Assurance Arrangements of the non-NVQ qualification.**

Candidates are registered on the stand-alone Level 3 and 4 qualifications for assessors and verifiers to ensure that each qualification is subject to independent assessment and also subject to the NVQ Code of Practice.

**Assessment** - the outcomes of assessment using the non-NVQ qualification need to be equivalent to those gained by using NVQ evidence. You will need to explain the way the assessment arrangements are similar to NVQ assessment arrangements, with observation assessments, question and answers, witness statements.

**Standardisation** - evidence of standardisation meetings, exercises, and observations.

**Internal Verification Arrangements** - evidence of IV policies and procedures that relate to the non-NVQ qualification.

All the evidence for Quality Assurance Arrangements should be submitted in order for an evaluation to be made without further requests for information from us which may delay your application.

**Centres should complete the AV1 form and ensure they attach a minimum of one unit and the supporting evidence from the non-NVQ award they are applying for. The completed application should be returned to NVQ Adviser, Edexcel, One90 High Holborn, London, WC1V 7BH.**