

# Chris McAllister Limited

## Assessor and Verifier Training (A1, A2, V1 etc.)

### Why?

Quality staff are required in order to provide a quality service. Investors in People, the Business Excellence Model (EFQM), Scottish Credit and Qualifications Framework (SCQF) and other quality initiatives strongly advocate the National Vocational Qualifications scheme (NVQs, and in Scotland SVQs). As a practical means of assuring quality and upgrading the performance and profitability of their own staff a large number of organisations have adopted these or similar systems of qualifications.

Safe working: Industries and occupations in which safety is important, such as construction, mining, quarrying, offshore, civil aviation, fire and rescue etc. are also finding that the Quality Assurance system based on these qualifications can be used to improve safe working.

### What?

Operating NVQs and SVQs requires trained Assessors who are able to implement the purpose designed quality assurance system known as the Assessor and Verifier Standards which are;

**A1 Assess candidates' using a range of methods**

**A2 Assess candidates' performance through observation**

**V1 Conduct internal quality assurance of the assessment process**

**V2 Conduct external quality assurance of the assessment process**

These Units take the form of a set of standardised procedures for the assessment and quality assurance of all NVQ, SVQ and similar competence based programmes. They are also used as the basis of a number of NVQ-related qualifications which equip staff with the ability to quality-assure N/SVQs provided that the assessor has occupational competence in the appropriate professional discipline. Since their first formalisation in 1991, subsequently updated in 2003 these Units have become highly sought after both by employers as means of establishing and operating N/SVQs and by employees as a useful qualification to add to their CVs. Increasingly job adverts are saying "Must hold Assessor qualifications". In fact the new Units A1, A2 and V1 are now recognised as desirable or even essential qualifications for teachers, trainers, managers and supervisors. The new Units, which came into use in 2003, have now replaced D32 and D33 etc. for new assessors, but those Assessors and Verifiers who have qualified using the D3 Units will not be expected to re-qualify.

**Competence.** As an employer you will be reassured to know that your staff are competent. If they are competent they can do their jobs and you can relax knowing that customer service, quality, safety and productivity will, for the most part, take care of themselves.

**National and international standards.** Competence can be attested using national standards such as National Vocational Qualifications or Scottish Vocational Qualifications. Also, in many industries, particularly offshore, marine, civil aviation, nuclear power, construction, waste management, quarrying, utilities, etc. the appropriate levels of competence are increasingly coming to be defined using international standards.

**Assessment.** The accepted method of assessing competence from January 2003 is the Unit A1 (sometimes A2 also) A1 is the new qualification that all persons aspiring to train as Competence-based Assessors will need to achieve and to demonstrate.

**Achieving A1.** Chris McAllister Limited has been training assessors over many years. In order to achieve this new Unit a programme of training has been devised. Typically, trainees for this qualification attend a one-day workshop (ideally in their own workplace) and then compile the evidence of their competence "on the job" by completing three genuine assessments. They are then assessed by Chris McAllister Limited, and if successful are awarded their certificate. The process can take as little as a few weeks with a minimum of interruption of daily work (hardly any, in fact), and usually costs £900 per person. For more information fees and charges, click here. Larger groups may attract a discount based on a number of factors, accessibility, travel, working requirements, etc.

**Verification.** Assessors need to work in a quality assured environment, hence the need for internal verification. The required qualification for Internal Verifiers is the new Unit V1. Achieving this qualification through Chris McAllister Limited costs £800 per person.

Find out more; Ring Chris McAllister Limited on +44 (0)1461 205866 for a free consultation or visit the website [www.chrismca.com](http://www.chrismca.com)

**How?** Chris McAllister Limited has been working closely since 1992 with a large number of organisations to train managers and other staff to the Assessment and Verification Standards. Over 1000 candidates have been trained and accredited to date. Chris has developed a 'user-friendly' method of completing the Assessor and Verifier Units. This is aimed at experienced and busy professionals such as managers, business people, teachers, trainers, health service professionals and others for whom time is important. In ideal conditions only, Unit A1 can be completed in a minimum of time. It is not possible to say whether this will take days, weeks or months until we have consulted with you to determine how much experience your candidates already have and how easy it will be for your organisation to help them find candidates to assess.

**Unit A1 Assess candidates using a range of methods** will qualify you to assess candidates for NVQs, SVQs and similar competence based qualifications. Typically, your training for Unit A1 will take the following form. What you need to do is:

1. Attend a training course to learn how to assess. You will be registered with the Scottish Qualifications Authority for the Unit. If you already know how to assess you may be able to by-pass part of this training course and move straight on to Stage 2:

2. The same training course will then go on to explain to you how you compile evidence of having completed three assessments involving at least two candidates.

3. You then go away and complete three assessments as above, the follow-up stages and the required documentation.

4. After a number of weeks your Assessor will contact you and arrange to assess you. Your assessment will consist of:

a. Demonstrating an assessment to the satisfaction of your Assessor.

b. Showing your Assessor your documentation for all three assessments and follow-up documentation.

c. Being interviewed by your Assessor on your knowledge and understanding of the assessment process and how it is quality-assured. This interview will be audio-recorded.

5. Your Assessor will then take away your Workbook, documents, recordings etc. When your achievement has been verified and confirmed your Assessor will write to you and tell you that you are qualified to practice as an Assessor.

6. After ten weeks from your date of registration you will receive your A1 certificate. At the end of the training process, each delegate should have achieved A1, A2 or V1 and the certificates follow on some ten weeks later. This "Ten Week Rule" is insisted upon by the Accreditation authorities (QCA in England, Wales and NI, SQA in Scotland). However, we can supply 'letters of completion' which state that a person has been assessed for these Units and is regarded as qualified.

**How Many?** Training workshops can be run for anything from one or two candidates to 12 or more. For details and quotes please contact Chris McAllister.

**When and Where?** These workshops can be arranged to suit the client, taking place when and where required, for example on your own premises, or elsewhere by arrangement

**What does it cost?** The cost of gaining an A1 or V1 Unit is £900 + VAT per person (excluding travel, hotel etc. plus the Awarding Body registration and certification fee). Larger groups may attract a discount based on a number of factors, accessibility, travel, working requirements, etc. .

**Internal Verifier training.** This requires the Unit V1. For quotes etc. please contact Chris McAllister.

**Levels 3, 4 and 5 in Learning and Development, etc..**

We can also provide training, coaching and assessment leading to the full N/SVQs in Learning and Development and Management at Levels 3, 4 and 5. Also we can provide Units and clusters of Units which lead to recognized qualifications and provide part of the full N/SVQ. Costs and discounts are shown elsewhere on this Website

Charges and terms of business need to be negotiated on the basis of the opportunities which candidates will have to manage the process themselves and to be involved in quality assurance.. Contact us for a free consultation.