

## **CILEx's Legal Services competence qualifications - requirements in relation to assessor and internal quality assurer qualifications**

### **1) Assessors**

CILEx's full requirements in relation to assessors are identified in the **Qualifications Handbooks for the CILEx Level 3 and 4 Diploma in Providing Legal Services**.

This states that CILEx requires all Assessors assessing learners to *hold or be working towards the appropriate assessor qualification*

*CILEx requires assessment decisions made by those Assessors working towards Assessor qualifications to be countersigned by Assessors who hold the appropriate qualification.*

This requirement raises a number of questions:

**Q1) If I am to undertake a formal Assessor qualification, then which Assessor qualification does CILEx require?**

All those who assess the Level 3 or 4 Diploma in Providing Legal Services must:

- hold one of the following qualifications or their recognised equivalent:
  - Level 3 Award in Assessing Competence in the Work Environment or
  - Level 3 Certificate in Assessing Vocational Achievement, or
  - A1 Assess candidate performance using a range of methods, or
  - D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence

Assessors with these qualifications, however, will be expected to demonstrate recent and relevant assessment experience in relation to these qualifications.

For those Assessors with no existing, relevant qualification and who will be assessing competence in the workplace, CILEx requires that they undertake either the **Level 3 Award in Assessing Competence in the Work Environment** or the **Level 3 Certificate in Assessing Vocational Achievement**.

The **Level 3 Award in Assessing Competence in the Work Environment** is the minimum requirement to assess in the workplace the CILEx competence qualifications. Where Assessors anticipate that their roles will be broader and will encompass assessment of vocationally related knowledge and skills also, then they should instead undertake the **Level 3 Certificate in Assessing Vocational Achievement**.

Where simulation is being used to deliver assessment, then accredited centres must ensure that the relevant Assessor(s) have either the **Level 3 Certificate in Assessing Vocational Achievement** or the **Level 3 Award in Assessing Vocationally Related Achievement**.

**Appendix 1** should assist you with understanding these qualifications as it specifies their purpose and their constituent units.

## **Q2) Can I assess learners and be working towards my Assessor qualification?**

Yes, you can assess learners whilst working towards your assessor qualification. However, whilst you are working towards your assessor qualification, all your assessment decisions must be checked and counter signed by a fully qualified Assessor (ie someone already holding either the D or A units or the current qualifications identified above). The expected timeframe for completion of your Assessor qualification is 18 months from the commencement of the learning programme for which you are engaged in assessment activities.

## **Q3) What if our accredited centre is new to the sector and there simply is not anyone who has both the relevant occupational experience and the relevant Assessor qualification to act in the role of counter signatory?**

You are permitted to use Assessors as counter signatories who are not necessarily occupationally competent (ie do not satisfy points 1 and 2 of CILEx's full requirements – see 6.2 Assessor requirements in the Qualifications Handbook) for up to 18 months. After this time, you will be expected to meet the requirement that counter signatories are fully qualified.

## **2) Internal Quality Assurers (IQA)**

CILEx's full requirements in relation to Internal Quality Assurers are identified in the **Qualifications Handbooks for the CILEx Level 3 and 4 Diploma in Providing Legal Services**.

This states that CILEx requires all Internal Quality Assurers undertaking quality assurance functions to *hold or be working towards the appropriate qualification*

*CILEx requires quality assurance decisions made by those Internal Quality Assurers working towards IQA qualifications to be countersigned by Internal Quality Assurers who hold the appropriate qualification.*

This requirement raises a number of questions:

### **Q1) If I am to undertake a formal Internal Quality Assurer qualification, then which Internal Quality Assurer qualification does CILEx require?**

All those who assure the quality of the Level 3 or 4 Diploma in Providing Legal Services internally must:

- hold one of the following assessor qualifications or their recognised equivalent:
  - Level 3 Award in Assessing Competence in the Work Environment, or

- Level 3 Certificate in Assessing Vocational Achievement, or
  - A1 Assess candidate performance using a range of methods, or
  - D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence.
- hold one of the following internal quality assurance qualifications or their recognised equivalent:
    - Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice, or
    - Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice, or
    - V1 Conduct internal quality assurance of the assessment process, or
    - D34 Internally verify the assessment process.

Internal Quality Assurers with these qualifications, however, will be expected to demonstrate recent and relevant quality assurance experience in relation to these qualifications.

For those Internal Quality Assurers with no existing, relevant qualification, CILEx requires that they undertake either the **Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice** or the **Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice**.

The **Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice** is the minimum requirement to perform quality assurance activities in relation to the CILEx competence qualifications. Where the Internal Quality Assurer anticipates that their role has a managerial/coordination function, then they should undertake the **Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice**.

Where Internal Quality Assurers are working towards either the **Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice** or the **Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice**, they must also be either a qualified assessor (ie have achieved D32, D33 or A1 or at least the **Level 3 Award in Assessing Competence in the Work Environment**) or be working towards becoming a qualified assessor (ie undertaking the **Level 3 Award in Assessing Competence in the Work Environment**).

Again, **Appendix 1** should assist you with understanding these qualifications as it specifies their purpose and their constituent units.

**Q2) Can I act as an Internal Quality Assurer and be working towards my Internal Quality Assurance qualification?**

Yes, you can internally verify whilst working towards your Internal Quality Assurer’s qualification. However, whilst you are working towards your Internal Quality Assurance qualification, all your quality assurance decisions must be checked and counter signed by a fully qualified Internal Quality Assurer (ie someone already holding either the D34 or V1 units or the current qualifications identified above). The expected timeframe for completion of your Internal Quality Assurer’s qualification is 18 months from the commencement of internal quality assurance activities for the learning programme for which the qualification is required.

**Q3) Does this counter signatory have to be 'occupationally knowledgeable' as per the Internal Quality Assurance requirements in the Qualifications Handbook?**

No, they do not have to be 'occupationally knowledgeable'. Whilst this is always desirable, it is not a requirement.

## Appendix 1: Assessor/Internal Quality Assurance Qualifications – which one is for you?

### Assessor Qualifications

Your Job Role	Correct Qualification
<p>You are responsible for assessing the occupational competence of candidates and the assessment takes place wholly in the candidate's workplace. You will need to demonstrate that you are occupationally competent so you can make a valid judgement about a candidate's achievement.</p>	<p><b>Level 3 Award in Assessing Competence in the Work Environment.</b></p> <p>This is a 2 unit award:</p> <ul style="list-style-type: none"> <li>• Unit 1: Understanding the Principles and Practice of Assessment</li> <li>• Unit 2: Assess Occupational Competence in the Workplace</li> </ul>
<p>You are responsible for assessing vocationally related competence, vocational skills, knowledge and understanding but away from the workplace e.g. in a training centre or workshop. It may involve simulations or role play scenarios. You will need to demonstrate that you are occupationally competent so you can make a valid judgement about a candidate's achievement.</p>	<p><b>Level 3 Award in Assessing Vocationally Related Achievement.</b></p> <p>This is a 2 unit award:</p> <ul style="list-style-type: none"> <li>• Unit 1: Understanding the Principles and Practice of Assessment</li> <li>• Unit 3: Assess Vocational Skills, Knowledge and Understanding</li> </ul>
<p>You are responsible for assessing vocational achievement, both occupational competence in the workplace and vocationally related achievement away from the workplace. You will need to demonstrate that you are occupationally competent so you can make a valid judgement about a candidate's achievement.</p>	<p><b>Level 3 Certificate in Assessing Vocational Achievement.</b></p> <p>This is a 3 unit qualification:</p> <ul style="list-style-type: none"> <li>• Unit 1: Understanding the Principles and Practice of Assessment</li> <li>• Unit 2: Assess Occupational Competence in the Workplace</li> <li>• Unit 3: Assess Vocational Skills, Knowledge and Understanding</li> </ul>

### Internal Quality Assurance Qualifications

Your Job Role	Correct Qualification
<p>You are responsible for maintaining the quality of assessment from within an organisation. You need to ensure that the judgements of individual assessors are fair and meet the prescribed assessment criteria and that the assessments of all internal assessors are equitable. You will need to demonstrate that you are occupationally competent so you can make a valid critique about an assessor's judgement on a candidate's achievement.</p>	<p><b>Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</b></p> <p>This is a 2 unit award:</p> <ul style="list-style-type: none"> <li>• Unit 4: Understanding the Principles and Practices of Internally Assuring the Quality of Assessment</li> <li>• Unit 5: Internally Assure the Quality of Assessment.</li> </ul>
<p>You are responsible for leading the quality assurance of assessment processes and practice so you will have management responsibility for allocating work to different assessors, possibly working in different locations e.g. the workplace and a training</p>	<p><b>Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice.</b></p> <p>This is a 3 unit qualification:</p> <ul style="list-style-type: none"> <li>• Unit 4: Understanding the Principles and</li> </ul>

centre. You will need to demonstrate that you are occupationally competent so you can make a valid critique about an assessor's judgement on a candidate's achievement.

Practices of Internally Assuring the Quality of Assessment

- Unit 5: Internally Assure the Quality of Assessment
- Unit 6: Plan, Allocate and Monitor Work in Own Area of Responsibility.