



## **UKSTT still wants to Develop Assessors**

*Qualified Assessors* – For some time UKSTT has been expressing concern over the lack of qualified assessors for Trenchless Technology Systems. Simon Bowden from Develop Training Ltd and Richard Swan, chairman of the Technical and Education sub committee, have condensed a detailed guidance document into a handout reference for candidates that is now on the UKSTT web site.

There are two routes available for obtaining this National Credited Qualification Level A1. It can be obtained via Develop Training Ltd who would mentor the candidate while they gather evidence through the NVQ route. This would give the required qualification (A1) and would cost around £850 and is usually achievable within six months. There are no specific courses instead the candidate applies and registers with Develop who then provide a mentor and verification service from their Derby site. Alternatively, candidates can source support through their local technical college who can usually offer a twenty-week course which includes two to three hours mentoring a week.

To gain the qualification you will be required to assess a minimum of two candidates as part of this process. This aspect can often be difficult to organise and support is essential.

The centre (Nominated Training Company or your local Technical College) plays a lead role by ensuring the whole process meets the requirements of the awarding body, through its systems and the activities of its assessors and internal verifiers. The centre is responsible for sending your details of your registration and achievements to the awarding body for processing.

The awarding body is responsible for checking that you have all the necessary practical skills and knowledge to do the job. When your centre is satisfied that you are competent then it will apply to the awarding body, on your behalf, for your award. This will be sent to you through your centre.

It is quite usual to attend a short induction course arranged by the centre you register with. This programme is likely to involve your assessor, who will act as your mentor through this process, and it will enable you to get to know the documentation, and help you understand the actual standards to be achieved.

It should be made clear that the award is based on actual work placed performance, so your activities will be judged, as well as the products you produce, from your work. This award requires performance to be measured from real work activities in a real working environment. None of this may be simulated.

You and your assessor will then consider any experience that you may already have in relation to the relevant units of the qualification to help you determine your start-point. At this initial assessment your assessor will help you draw up your initial action plan.

Your assessor will support you in devising a personal action plan. They will review each element of the unit and compare it with your experience. This will help determine what degree of competence you already have. You may have evidence to present already, especially if you have been working in the industry for some time. Alternatively it may throw up a training need.



The personal action plan identifies the types of evidence you can already present for each element and unit, and shows the type and source. Your assessor will set the future action plans and evidence requirements and record these against agreed target completion dates. You will be required to agree and record suitable review dates with your assessor.

Your personal action plan will help you to fully understand what is expected of you and what is to be covered in the assessments. This is done by building up your experience, knowledge and skills, and by gathering supporting evidence in the process.

Formal assessment will only take place when you and your assessor feel you are ready. Assessments should occur at frequent intervals, and during assessments your assessor may ask you questions to confirm your knowledge and understanding of certain points.

What you do in your everyday work in a learning environment will provide most of your evidence. Performance evidence is seen as the primary source for making judgement of your competence against the assessor standard. It is also a requirement that a variety of assessment methods are used to confirm your competence.

It is important that all of your assessment evidence comes from your performance in the workplace, in other words when you are carrying out real work activities.

Your performance evidence will show your assessor that you have some of the required knowledge, but you may also evidence some of the required knowledge by reporting on your evaluations of systems and processes. All the knowledge items listed for a unit as a whole must be achieved to attain the award.

All evidence is compiled in a portfolio which is like a log book, and is a way of recording your achievements. It will be a collection of different items of evidence which indicates that you have the required skills, knowledge and understanding to support your claim to the assessor qualification.

The production of a well-organised, clearly labelled portfolio relating to each piece of evidence, to the relevant outcomes and achievement criteria, requires a careful methodical approach. Information should be easy to access and in a logical sequence so that judgements about your competence can be readily made. A number of awarding bodies produce standard forms that can make this task more straight forward, and saves a lot of time.

Each portfolio will be different in content but should include information about you (the candidate), the centre you are using to undertake the assessor qualification, the assessor and so on.

Once you have assembled all the required evidence, which on a part time basis can expect to take up to six months, and that the assessment and verification process has been completed. Application will be made on your behalf to the Awarding Body to be a Qualified Assessor.

Qualified Assessors with the appropriate industrial experience can expect to earn up to £500 per day depending on the nature of the qualification.