

# The National Training Organisation for the Meat and Poultry Industry

## Assessment Strategy for the Level 2 S/NVQ Livestock Markets (Droving Livestock)

### 1 Introduction

- 1.1 The Standards Setting Body (SSB) for the Livestock Markets (Droving Livestock) qualification is the Meat Training Council.
- 1.2 This assessment strategy supports the revised National Occupational Standards (NOS) and S/NVQ which replaces the qualification that was accredited in 1997.
- 1.3 The Assessment Strategy addresses the following four issues:
  - External quality control of assessment
  - The use of workplace performance for providing evidence
  - The use of simulation for providing evidence
  - The occupational competence required of assessors, internal verifiers

### 2 External quality control of assessment

- 2.1 The Meat Training Council will work in partnership with the Awarding Bodies to ensure the quality of assessment practices and assessment decisions.
- 2.2 It is recommended that Awarding Bodies establish statistical monitoring systems and a risk rating system approach to each active approved centre. Statistical monitoring should provide information on the performance of centres and assessors over time, the information should be used to inform the deployment of verification and training/development activities. Risk rating should be used to identify and evaluate the likely risks that assessment decisions may be unsound, so that verification activities can be organised so as to achieve reliable, valid and consistent assessment.
- 2.3 The Meat Training Council recommends that Awarding Bodies establish effective systems to ensure cross-centre consistency of interpretation and assessment of the National Occupational Standards. Information about concerns and problems should be reported to the Meat Training Council so that the feedback can be used in future reviews of the qualification.
- 2.4 An externally set bank of questions and answers should be developed and made available to assessors to assess the 'essential' knowledge and understanding not demonstrated through performance alone. The question bank should cover 'X' units (to be determined) within the qualification and the use of the question banks should be moderated by the external verifiers. This will serve to ensure the consistency of assessments of the essential knowledge and understanding.

### **3 The use of workplace performance for providing evidence**

- 3.1 Assessment should normally take place in the candidate's actual working environment. If this is not possible, assessment may take place in a different working environment providing it is realistic. To be realistic, a working environment must be typical of the candidate's workplace in terms of processes, procedures, products and adherence to good practice. Assessment by observation that takes place outside of the normal working environment will require the agreement of the external verifier.

### **4 Simulation**

- 4.1 All simulations must conform to the principles outlined below. This will ensure standardisation and maintenance of quality for S/NVQ assessments. Simulation of normal and routine work activities is not acceptable as an assessment method as these must be assessed in the candidates' workplace. However, some other work activities may be sufficiently rare, inconvenient or costly to an employer or prejudicial to health and safety to require assessment through simulation. Simulation may also be acceptable if its exclusion would deny equality of access.
- 4.2 The external verifier must examine and approve the Centre's overall strategy for simulation prior to any assessments being conducted using simulation.
- 4.3 All simulations must be designed to replicate the normal conditions, demands, constraints and pressures of the workplace and of the work activities.
- 4.4 All simulations must ensure that individuals have access to the normal facilities, support and advice that would be available to them in the normal working situation.
- 4.5 All simulations must be planned, developed and documented by the Centre in a way that ensures simulations correctly reflect what the standards are seeking to assess.
- 4.6 Simulation is not an acceptable method of collection evidence for unit 1 Ensure your own actions reduce risks to health and safety. Evidence collected for this unit must be from candidate performance in their workplace only.

## 5 Occupational competence of assessors

5.1 Assessors for the S/NVQ must be occupationally competent and must have an up to date working knowledge of the livestock droving sector, they must:

- have at least two years working experience of the vocational area in which assessments will be undertaken, such experience preferably to have taken place within the last three years

AND EITHER

- hold or be actively working towards a related qualification in the vocational area in which assessments will be undertaken. Such qualifications could include the following:

S/NVQ Livestock Markets (Droving Livestock) - Level 2

S/NVQ in Agriculture in the context of relevant categories at Level 2 or above

OR

- hold or have previously held a position of responsibility for at least two years that involves/involved the function of assessing the capability of staff to perform their designated job roles.

5.2 Assessors are required to hold or be working towards assessor qualifications approved by the regulatory authorities.

5.3 Assessors will be expected to have regular contact with the candidates they assess.

5.4 Assessors must be working with an approved centre and must be accountable to that organisation for their assessment practice.

5.5 Assessors must only assess in their acknowledged area of technical and occupational competence.

5.6 Assessors must have a full understanding of the National Occupational Standards and requirements of the qualifications being assessed; they must also have an understanding of the Awarding Body policies and procedures.

5.7 Assessors must uphold the integrity of the National Occupational Standards and their assessment practices.

5.8 Assessors must be prepared to participate in training initiatives for their continued professional development.

## **6 Occupational competence of internal verifiers**

- 6.1 Internal verifiers must have experience in the occupational area in which they are going to verify assessment decisions - this is defined as not less than three years working experience preferably to have taken place within the last five years.
- 6.2 Internal verifiers must be in a position to contribute to and influence an Approved Centre's assessment policy. They should be EITHER
  - employed by the same organisation as the assessors OR
  - working in partnership with the Approved Centre and have access to assessors in order to monitor their practice, and the evidence used by assessors.
- 6.3 Internal verifiers are required to hold or be working towards internal verifier qualifications approved by the regulatory authorities (and encouraged to be holding assessor qualifications approved by the regulatory authorities).
- 6.4 Internal verifiers must have a full understanding of the National Occupational Standards and the S/NVQ requirements for the assessments they are verifying. They must also have a good understanding of the Awarding Body policies and procedures.
- 6.5 Internal verifiers must demonstrate their commitment to uphold the integrity of the National Occupational Standards and their assessment and verification practices.
- 6.6 Internal verifiers must be prepared to participate in training initiatives for their continued professional development.

## **7 Occupational competence of external verifiers**

- 7.1 External verifiers must either hold or be working towards external verifier qualifications approved by the regulatory authorities (and encouraged to be holding internal verifier and assessor qualifications approved by the regulatory authorities).
- 7.2 External verifiers must have an up to date and working knowledge of the specific functions or aspects of work that they are verifying.
- 7.3 External verifiers must uphold the integrity of the National Occupational Standards and their assessment and verification practices.
- 7.4 External verifiers must be prepared to participate in training initiatives for their continued professional development.