

Record of Assessment completion guidance



The Record of Assessment (ROA) is the document used by centres and assessors to record the outcome of practical assessments within the certificate of competence service. City & Guilds strongly recommend that centres and assessors complete the ROA digitally, but if this is not feasible, a physical copy can be printed.

Candidate prerequisites must be verified by the registering centre before making a Walled Garden registration. Registration is required prior to scheduling the assessment. The registering assessment centre will partially populate the document and provide it to the scheduled assessor. The assessor will then record the assessment results and provide detailed feedback on the outcome. After the assessment has taken place, the document must be signed and dated by both the assessor and the candidate, who should confirm their satisfaction with the assessment.

A copy of the ROA must be returned to the registering centre within 48 hours. It is the assessor's responsibility to provide a copy to the candidate upon completion of the assessment. If this is not possible, the document can be emailed to the candidate within 24 hours. The assessor must retain a copy of the ROA for audit purposes for 12 months.

Record of Assessment

Centre completion

Level 2 Certificate of Competence in the Safe Use of Tractor Mounted Hedge and Verge Cutters (0014-36) Record of Assessment

Candidate Name

Candidate Email

Candidate DOB

Candidate ENR

Assessment date

Centre Number

Centre Name

Assessor Name

Assessor No

Pre-req's Met

☐

Modules to be
completed

237

☐

238

☒

239

☐

The title and number of the Certificate of Competence are displayed at the beginning of the document

The registering centre should populate the candidate details, including the full name, date of birth, Candidate ENR number, and email address. The email address is essential to ensure a copy of the ROA can be provided.

The name and number of the registering centre must be documented.

The name and number of the scheduled assessor should be populated. Only the assessment centre can make changes to this information

Record of Assessment

The assessment centre must verify that all prerequisites for the assessment have been met before the assessment can take place.

Should the specific assessment have multiple modules, units, endorsements these will be shown on the ROA. The registering centre should check each element to be assessed.

Once all details are confirmed, the document can be issued to the assessor for completion during the assessment.

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Candidate Name

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Assessment date

Centre Number

Centre Name

Assessor Name

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Record of Assessment

Assessor completion

The assessor must conduct ID checks with the candidate before the assessment begins. The ID check must be ticked, and the ID type must be recorded.

To be completed by the City & Guilds approved assessor:

ID Check complete ☐

ID type

302 - Aerial tree pruning

Number	Description	Outcome
1.1	Hazards, risks, controls, emergency procedures and industry requirements	<input type="text"/>
1.2	Tree condition and working at height assessment	<input type="text"/>
1.3	Pruning techniques and tools	<input type="text"/>
1.4	Aerial pruning	<input type="text"/>
Result		<input type="text"/>

Record of Assessment

The outcome recorded is aligned to the criteria within each assessment. These should be completed with a MET/NOT MET outcome which is provided as a drop-down box. These can also be manually typed

The overall result should be allocated with a MET/NOT MET outcome, provided as a drop-down box dependant on the criteria outcomes. These can also be manually typed

Please note if you are using a Chromebook or similar devices the drop-down list may not be visible. In this instance please type the outcome MET/NOT MET into the relevant outcome.

To be completed by the City & Guilds approved assessor:

ID Check complete ☐

ID type

302 - Aerial tree pruning

Number	Description	Outcome
1.1	Hazards, risks, controls, emergency procedures and industry requirements	<div></div>
1.2	Tree condition and working at height assessment	<div></div>
1.3	Pruning techniques and tools	<div></div>
1.4	Aerial pruning	<div></div>
Result		<div></div>

Record of Assessment

Should the assessment need to be terminated the reason for termination must be documented by the assessor

The assessor and candidate are required to sign and date the ROA upon completion.

The assessor must complete the duration of the assessment.

The candidate is expected to inform if they were satisfied with the check boxes provided.

Assessment Terminated: In the interest of safety <input type="checkbox"/> At the candidate's request <input type="checkbox"/>	
Assessor signature:	Candidate signature:
<input type="text"/>	<input type="text"/>
Name: <input type="text"/>	Name <input type="text"/>
Date: <input type="text"/>	Date <input type="text"/>
Duration: <input type="text"/>	Satisfied YES <input type="checkbox"/> NO <input type="checkbox"/>

Record of Assessment

The assessor must provide detailed feedback for the assessment in the designated area.

Assessor feedback:

There is a designated area for the candidate to record any comments or feedback.

Candidate feedback:

Record of Assessment

Candidate information concerning appeals and certification is provided at the end of the document.

Candidate Information

If you are not satisfied with the assessment outcome, please contact your assessment centre for information on their appeals process.

Certification will be delivered directly to your assessment centre. If you do not receive your certificate within 20 days, please contact your assessment centre in the first instance.

If City & Guilds NPTC are not notified of a missing certificate within 30 days, a

Upon completion of the assessment.

A copy of the ROA should be provided by the assessor to the registering centre within 48 hours.

A copy of the ROA should be kept by the assessor for 12 months.

A copy of the ROA should be provided to the candidate, this can be on site or emailed to the candidate within 24 hours. The candidate feedback is the responsibility of the assessor.

Results can be submitted via Walled Garden after the assessment outcome is received by the assessment centre. All results must be submitted by the registering assessment centre.

Should the candidate meet the requirements of the COC, certification will confer overnight, e-certificates and digital ID cards will be available within Mycertis within 24 hours.