



Training Day for Assessors Scheme of work

Objectives

- *Explanation of the project concept with full methodology and process.*
- *Key information on looking for and evaluating evidence within the company. (How to look for and evaluate evidence in company.)*
- *How to complete the assessor paperwork.*
- *Test assessors to make sure they are fully equipped to assess at Level 4 (Diploma).*

8am until 9am Registration

Part 1:

9am until 10am

- Explain the project concept, with full methodology and process. Take assessors through the global picture, the relevance of their efforts in fully supporting the up-skilling of the Nation.

Part 2:

10am until 12pm

- How to look for and evaluate evidence in company. A basic guide to triangulation, specifically on in company evidence, use of directed questions, witness testimonials and product evidence.

Part 3:

1pm until 3pm

- How to complete the assessor paperwork. Types of evidence statements, evidence storage statements, what really makes a level 4 manager.

Part 4:

3.30pm until 5pm

- Test assessors to make sure they are fully equipped to assess at Level 4. Making sure the assessors are aware of the quality assurance process and the volumes needed each week to hit target. Record assessors who have been trained.