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"Towards Accreditation of T-Guide Skills & Competences."

My name is Allan Clare, from AWC training. An organisation based in the UK.

We worked with Christine Lester, MINSTER Development Centre, many times before. I'll take you through the process when we did the T-GUIDE testing in London.

What is an assessment? There are different methods of assessment that can be used on any qualification that you can deliver.

The awarding body standards state there needs to be a minimum of 4 different methods of assessment within each portfolio for each learner.

These can be *observations*, probably the main assessment method we look at doing. That is seeing the guides doing the job, listening to what they are saying, or gathering information from the guides.

You can also use *witness testimonies*. This is where the assessor interviews the candidates and line managers, so as to gather any evidence that they can get.

Also, *reflective accounts* can be a method of assessment. This is where the candidates write an account of how they did a specific task.

If they did the guide in London, they could turn around and write how they did it from start to finish. That will coincide with what the assessor delivered.

Knowledge is imperative within an accredited qualification. It means that the guide knows how or knows why.

So, knowledge is very important. Some of the criteria must be covered by knowledge.

Asking questions, verbally or by writing them down is an additional method of assessment.

Also, *professional discussions* can be used. Again, this is where the assessor has a discussion with the candidate about the units in the portfolio and the job role or job specification.

Now, moving forward with what trainees are going to deliver for the assessment.

Firstly, any work products in paper. If it is something an individual has followed and used, it should be in the portfolio. It should be relevant to what they have done. It could be handouts or official documents.

Secondly, videos; we have seen them today. That is evidence of the guides doing their actual job. That could include line managers. They could be done by individuals or by a group of people.

Each assessment method is also known as *evidence*. All the evidence has got to be VACS, which means, Valid, Authentic, Current and Sufficient.

If it is all those 4, then you can sign it off as correct piece of evidence.

So once the assessor has applied VACS the evidence needs to be numbered. This needs to be mapped into the standards using the evidence reference numbers.

Once every Portfolio Criterion, range and knowledge sections have been covered over time, the portfolio will then need to be internally verified. This is a process where the internal verifier IV checks the work of the assessor and provides the assessor with information, advice and guidance. Once the internal verifier is happy with the portfolio, this will then be processed for certification with the awarding body. This will generate a visit from the external verifier, who is a member of the awarding body staff.

So the external verifier, EV, will check over the portfolio and assess the work within the portfolio.

Each external verifier will allocate 7 minutes per portfolio to find all the evidence in that candidate's portfolio. 7 minutes.

So it is imperative that everything is lined up correctly in numerical order and easy to find.

The external verifier will also check the planning, reviews, unit claims and any information given to the assessor by the internal verifier, as well as information given by the assessor to the candidate.

Once the external verifier is happy with the portfolio, they will release the certificate from the awarding body. The EV has the final say.

What happens now for T-GUIDE?

To achieve new qualification accreditation with an awarding body, the decision needs to be made which awarding body would be best to provide the accreditation.

Full and final standards need to be passed over to the awarding body along with the evidence of trial runs and any other supporting evidence.

This will also need to be passed with the national occupational standards authority and any European occupational bodies.