



Assessment Strategy for the Qualifications based on the National Occupational Standards for Coaching & Mentoring in a Work Environment

1. Introduction

The aim of the Assessment Strategy is to provide guidance to awarding bodies to ensure that the assessment of these qualifications is valid, effective, consistent and has credibility across the sector.

The following sections outline ENTO's specific principles in regard to:

External quality control

Workplace assessment

The use of simulation

The required occupational competence of Assessors and Verifiers

These principles are in addition to the generic criteria that awarding bodies must meet for the delivery of NVQs as required by the Qualifications and Curriculum Authority's (QCA's) *NVQ Criteria and Code of Practice* and the Scottish Qualifications Authority's (SQA's) *Implementing SVQs: A guide for Awarding Bodies (D0390)*.

This Assessment Strategy does not describe these systems in detail. It only provides the overarching principles as these systems may vary from one awarding body to another. ENTO accepts this providing the overarching principles of this document are consistently put into practice.

2. External Quality Control

2.1 Risk Management

Awarding bodies will evaluate all external verification reports and other data relating to a centre and address any risks relating to quality control.

2.2 A rigorous and robust system of internal and external verification

The monitoring and standardisation of assessment decisions will be achieved by a robust and strong internal and external verification system. The mechanisms required to achieve this are outlined in QCA's *NVQ Criteria and Code of Practice* and SQA's *Implementing SVQs: A guide for Awarding Bodies (D0390)*.



2.3 Regular Awarding Body Meetings

ENTO will run an Awarding Body Forum for the awarding bodies delivering Coaching & Mentoring in a Work Environment qualifications.

The Forum will:

- Build on the good relationships with awarding bodies
- Provide opportunities to identify and address particular issues of external quality control
- Contribute to improving quality and consistency
- Support awarding bodies to monitor centres' performance to identify areas and levels of risk
- Provide information and statistics about take up and completion, as well as trends and developments which can be used by ENTO and the awarding bodies to identify any potential problem areas and agree appropriate remedial action

The meetings will discuss matters concerning quality assurance, as well as providing the opportunity to identify issues arising from implementation of the National Occupational Standards and related vocational qualifications.

This exchange of information and the opportunity for sector specialists to update Awarding Body representatives is viewed as essential in maintaining the validity and reliability of the National Occupational Standards and the uptake of the vocational qualifications. The meetings will inform the continuous improvement of the National Occupational Standards and awards derived from them.

3. Workplace Assessment

All evidence of a candidate's performance must be generated in the workplace. This principle will apply to all Units.

4. Simulation

Simulations are not normally appropriate for those Units within these Qualifications which relate specifically to providing coaching and mentoring.



5. Occupational Competence of Assessors and Verifiers

5.1 Assessors

All Assessors must:

- be occupationally competent. This means being actively engaged in relevant work-based activities. Each Assessor must be competent in the functions covered by the Units they are assessing, to the standard described within them and according to current sector practice. They must be able to interpret and make judgements on current working practices and technologies within the area of work.
- have current experience within their occupational roles. This means having held a post or performed, in a work environment, the activities defined in the National Occupational Standards as an experienced practitioner or trainer for a minimum of one year within the past two years.
- have sufficient time to carry out the role in accordance with the requirements of the accrediting and awarding bodies.
- actively engage in continuing professional development activities in accordance with the requirements of the Accrediting and awarding bodies, which may include those offered by the awarding body, ENTO, sector networks or standardisation meetings held by other relevant providers in the sector to keep up to date with developments in the sector.
- hold or be working towards the appropriate assessor qualification. Achievement of the qualification must be within the timescales laid down and in accordance with the requirements of the accrediting and awarding bodies.

5.2 Internal Verifiers

Internal verifiers must:

- be occupationally competent in respect of the Units they are going to verify prior to commencing the role. Internal Verifiers must understand the nature and context of the Assessors work and that of their candidates.
- understand the content, structure and assessment requirements for the awards they are verifying.



- actively engage in continuing professional development activities, which may include those offered by the awarding body, ENTO, sector networks or standardisation meetings held by other relevant providers in the sector to keep up to date with developments in the sector.
- hold, or be working towards, the appropriate Internal Verifier qualification as specified by the regulatory authorities within the timescales laid down and in accordance with the requirements of the accrediting and awarding bodies.

5.3 External Verifiers

External Verifiers must:

- be occupationally competent and have gained their knowledge working within the sector.
- have a thorough understanding of the National Occupational Standards for the qualifications that they are verifying.
- actively engage in continuing professional development activities, which may include those offered by the awarding body, ENTO, sector networks or standardisation meetings held by other relevant providers in the sector to keep up-to-date with developments in the sector.
- hold, or be working towards, the appropriate External Verifier qualification as specified by the regulatory authorities within the timescales laid down and in accordance with the requirements of the regulatory bodies.

6. Review and Evaluation

This Assessment Strategy will be subject to periodic review and evaluation at intervals agreed by the Forum