



HOW DO I BECOME A CABWI ASSESSOR?

Have you recently been approached by an Internal Verifier or your Supervisor or Manager to become an Assessor? If so, this leaflet answers some of the questions you may have.

1. What is an Assessor?

An Assessor is a person who assesses candidates carrying out tasks against a set of standards and criteria that form a vocational qualification, such as Street Works Qualifications or NVQs (National Vocational Qualifications). You will assess candidates carrying out their duties either as part of their daily job role or in a simulated environment, depending upon the requirements of the qualification that you are assessing.

2. Where will I carry out my duties as an Assessor?

You will normally carry out assessments at your organisation's centre or associated sites. Every Assessor needs to be attached to a centre and will be approved by CABWI to undertake assessments for particular qualifications.

3. What do I need in order to undertake this role?

*First and foremost, you need to be **technically competent** in the area(s) in which you will be assessing. To determine whether you meet this requirement, you need to look at the standards and criteria required for the qualification(s) in question.*

*You will also need to hold an **assessor qualification**. This will be EITHER the TDLB Units D32 and D33, or their replacement, the new assessor qualification A1¹.*

4. Once I've established that I am technically competent, what else do I need to know?

You need to gain understanding and knowledge about CABWI's requirements and procedures for assessors and the philosophy of National Vocational Qualifications (NVQs) or, if you are to be an Assessor in Scotland, the philosophy of Scottish Vocational Qualifications (SVQs). Likewise if you want to become a Street Works Assessor, you need to know what is involved.

¹ Please note that the new assessor unit A1 is equivalent to a combination of TDLB units D32 and D33. Another assessor unit, A2, exists for those who assess candidates by observation only. In most cases, a CABWI NVQ assessor will need to undertake unit A1. Please contact CABWI Awarding Body if you should require any further information on this issue.

Holders of D32 and D33 certificates and anyone who is already registered to undertake D32 and D33 will not be required to undertake the new A1 unit in order to become an assessor. They should, however, ensure that they are aware of current best practice in assessment, as covered in the new A1 qualification. From 1 January 2003, anyone who does not hold and is not registered to undertake D32 and D33 but who wishes to become an assessor will need to undertake the new A1 unit.

5. How do I gain this understanding and knowledge?

You will need to either:

- * *Attend an Assessors' course at a local assessment centre/college, or through open-learning.*
- * *Gain knowledge, understanding and on-the-job training from an approved Internal Verifier or Assessor. If this is the route taken, then CABWI may require you to submit a full outline of topics covered with your application form.*

6. Do I need to do anything else?

Yes. If you do not hold either D32 and D33 or A1, you need to link in with a centre offering the assessor qualifications and work towards becoming qualified. These are national qualifications, which involve building up evidence derived from your assessment activities to show how you meet the requirements of the national occupational standards for assessing candidates.

7. What next?

CABWI licences all of its approved assessors, so you will need to apply to CABWI for an assessor licence.

8. What does that involve?

Obtaining a licence application form from your Centre Co-ordinator and completing it FULLY.

*The following **MUST** accompany the licence application form:*

1. *A copy of your D32/D33 or A1 certificate(s), or if you are still awaiting its arrival, a letter confirming your achievement from the centre at which you are registered to undertake the qualification.*
2. *If you are still working towards your assessor qualification, a letter from the centre with which you are registered to take the qualification, confirming that you are undertaking it.*
3. *A copy of your CV to show how your previous occupational experience is relevant to the qualification(s) that you want to assess.*

9. What happens then?

When CABWI has received and approved all of the above, you will receive a licence indicating the areas of the qualification(s) that you are approved to assess. This licence will have a unique number, which must be quoted on all paperwork sent to CABWI.

Your licence will either be an:

Assessor-Candidate Licence (if you are working towards your assessor qualification)

OR

Assessor Licence (if you have already achieved D32/D33 or A1)

That's all there is to it!

If you need any further assistance, please do not hesitate to contact CABWI Awarding Body on: 020 7957 4523/4517, 1 Queen Anne's Gate, London SW1H 9BT.

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