CONCEPT

Workplace Competence Assessor: Evidence, Decisions and Internal Quality Assurance

7 – 11 December 2026
London - Central London four-star



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Ref: 815_20209 **Date:** 7 – 11 December 2026 **Location:** London - Central London four-star **Fees:** 23000 SAR

Introduction:

Many employers sign off apprentices, technicians and new operators as competent on the basis of time served or a supervisor's impression, and the decision cannot be defended when a skills gap, incident or appeal follows. Workplace competence assessment replaces that habit with planned observation, questioning and product evidence judged against occupational standards. This Core Concept course trains assessors to plan with the candidate, gather valid, authentic, current and sufficient evidence, record Competent or Not Yet Competent decisions and pass internal quality assurance. Participants build an Assessment Plan, Completed Assessment Record and IQA Sample File for a case candidate.

Course Objectives:

- Interpret occupational competence standards, units, performance criteria and knowledge requirements to decide what evidence a candidate must show
- Agree an assessment plan with each candidate that sets methods, dates, witnesses, workplace conditions and any reasonable adjustments
- Gather evidence through direct observation, oral and written questioning, work products, witness testimony, simulation and professional discussion
- Judge evidence against the VACSR rules and record Competent or Not Yet Competent decisions with a clear audit trail
- Give developmental feedback, handle candidate appeals and prepare assessment files for internal quality assurance sampling
- Produce an Assessment Plan, Completed Assessment Record and IQA Sample File for a case candidate

Target Audience:

- Vocational and technical trainers who confirm that apprentices and trainees can perform tasks to the required standard
- Workplace supervisors and team leaders who sign off operator, technician or craft competence on the job
- Learning and development staff who run competence frameworks and on-the-job qualification programmes
- Internal quality assurers and lead assessors who sample and standardise the judgements of an assessor team
- Occupational trainers in safety-critical operations who authorise staff to work unsupervised

Course Outline:

Day 1: Occupational Competence and the Workplace Assessor Role

- Competence Versus Knowledge: Performance Criteria, Range Statements and Underpinning Knowledge
- Competency-Based Assessment Cycle: Plan, Gather, Judge, Record, Feedback and Review
- Assessor, Candidate, Witness and Internal Quality Assurer Responsibilities Chart
- Formative Checks Versus Summative Sign-Off in On-the-Job Qualification Routes
- Current Sign-Off Practice Audit: Time-Served, Impression and Checklist Habits

Day 2: Competence Standards, Units and Assessment Principles

- Reading an Occupational Standard: Unit Structure, Elements and Assessment Criteria
- Assessment Strategy Requirements: Mandatory Observation, Simulation Limits and Real Work Conditions
- Validity, Reliability and Fairness Principles Applied to Workplace Judgements
- VACSR Evidence Rules: Valid, Authentic, Current, Sufficient and Reliable
- Holistic Evidence Mapping Across Several Units From One Work Activity

Day 3: Assessment Planning and Evidence-Gathering Methods

- Candidate Assessment Plan Agreement: Methods, Timing, Location and Witnesses
- Direct Observation Record With Performance Criteria Cross-Referencing
- Oral and Written Questioning Bank for Knowledge and What-If Scenarios
- Work Product Examination, Witness Testimony Statement and Expert Witness Selection
- Realistic Work Simulation and Professional Discussion Recording Protocol

Day 4: Decisions, Feedback, Appeals and Internal Quality Assurance

- Competent or Not Yet Competent Decision Record and Evidence Portfolio Index
- Developmental Feedback Conversation and Action Plan for Not Yet Competent Outcomes
- Candidate Appeals Procedure, Malpractice Indicators and Plagiarism Checks on Portfolios
- Reasonable Adjustments and Special Consideration Without Lowering the Standard
- IQA Sampling Plan: CAMERA Sampling Strategy, Standardisation Meetings and Countersigning Unqualified Assessors

Day 5: Case Candidate: Assessment Plan, Assessment Record and IQA Sample

- Case Candidate Briefing: Maintenance Technician Unit Set and Workplace Evidence File
- Assessment Plan Drafting and Planning Conversation With the Case Candidate
- Observation and Questioning Run on Video Evidence With Assessment Record Completion
- IQA Sample Review: Decision Check, Feedback Report to the Assessor and Standardisation Action
- Assessment Plan, Completed Assessment Record and IQA Sample File Presentation and Peer Review

Skills You Will Gain:

- Occupational Standards Interpretation
- Candidate Assessment Planning
- Direct Observation Technique
- Assessment Questioning
- Evidence Sufficiency Judgement
- Assessment Decision Recording
- Internal Quality Assurance Sampling
- Assessor Standardisation

Why Attend This Course:

- Take home an Assessment Plan, Completed Assessment Record and IQA Sample File built on a realistic case candidate
- Sign off apprentices and staff with decisions that stand up to an appeal, an incident review or an external quality check
- Practise observing, questioning and recording on real work evidence before assessing your own candidates
- Compare sign-off practice with trainers and supervisors from manufacturing, energy, healthcare support and service sectors

Conclusion:

A competence decision is only as strong as the plan, evidence and record behind it. The week moves from what occupational competence means and how standards and units are built, through the principles of valid, reliable and fair judgement, to planning with candidates and using observation, questioning, products, witnesses, simulation and professional discussion. Decisions, feedback, appeals, adjustments and internal quality assurance complete the cycle. The final day applies it to a case candidate and produces an Assessment Plan, Completed Assessment Record and IQA Sample File.