Qualification and Unit format

Writing Units

- Modern qualifications are made up of discreet units or modules

What is a unit?

- A unit is defined (by Ofqual) as a 'coherent and explicit set of learning outcomes and related assessment criteria with a title, and level'

- Mandatory units
- Optional units

Unit titles

- **A unit title should clearly indicate the content of the unit.**

- Unit titles should be a summary of the achievement and learning outcomes in the unit.

- Active phrases

Unit content

- The unit content identifies the breadth of knowledge, skills and understanding needed to design and deliver a programme of learning to achieve each of the learning outcomes.

- This is informed by the underpinning knowledge and understanding requirements of the related National Occupational Standards (NOS), where relevant.

Level

- The level is an indication of the relative demand made on the learner; the complexity and/or depth of achievement; and the learner's autonomy in demonstrating that achievement.

- The indicators for each level are grouped into three categories:

- • **knowledge and understanding**

- • **application and action**

- • **autonomy and accountability.**

Level

- What level does each learning outcome match?
- Taken as a whole, what level do the learning outcomes infer?
- Do any learning outcomes need to be reviewed to better reflect the overall level?

Learning Hours

- Learning Hours is the amount of time learners are expected to be given with the Tutor/Assessor

and

- The amount of independent learning expected

Learning Outcomes

- Learning outcomes are broad statements that describe the results of a learning process

- what a learner is expected to know, and/or understand and/or be able to do

- Learning outcomes should clearly indicate what a learner is expected to have achieved and not the learning process or the learning activities

Assessment Criteria

- Assessment criteria are statements which specify learner achievements and are associated with a specific learning outcome

- They are written as performance you wish the student to evidence

- Knowledge
- Skills
- Competence

Assessment Guidance

- Assessment Guidance provides suggestions on the types of evidence that learners could produce to cover the assessment criteria.

Assessment Guidance

The types of evidence that could be used are:

- Assessor records of observation
- Product evidence (insert description of product, eg. 'annotated CV')
- Records of questioning (oral or written)
- Records of professional discussion
- Formal testing
- Projects or assignments
- Simulated activity
- Candidate and peer reports
- Evidence from others, i.e. witness testimonies.

Essential guidance for tutors

- This section gives tutors additional guidance and amplification to aid understanding and a consistent level of delivery and assessment.

- Delivery
- Assessment
- Essential resources