



# Vtct

## ***Occupational Competence Guidelines***

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## 1 *Introduction*

The majority of VTCT qualifications require a qualified Assessor, Internal Quality Assurer (IQA) and External Quality Assurer (EQA) to ensure standards are being met fairly and consistently.

This guidance is given as the general rule for centres to adhere to. Any alternative arrangements to this general rule are described in the Qualification Specification, therefore centres should be sure to consult the qualification specification, where available, to check the requirements for the qualification.

## 2 *The general rule*

For each VTCT qualification that a centre offers, the centre must have:

- at least one appropriately qualified and occupationally competent Assessor;  
AND
- at least one appropriately qualified and occupationally competent IQA.

VTCT will allocate an appropriate and qualified EQA to the centre to conduct external quality assurance monitoring activities to the centre.

Any deviations from this general rule are detailed in the qualification's specification, where available these can be viewed on the VTCT website.

## 3 *Occupational competence*

To ensure a minimum level of understanding, a member of staff (teacher, assessor or IQA) is deemed occupationally competent if they hold the same, equivalent or a related higher level qualification as the qualification or unit they are teaching, assessing or quality assuring.

## 4 *Qualified assessors*

Assessors must be occupationally competent, as described previously, and must hold at least one of the following recognised assessing qualifications to be considered a qualified assessor:

- D32 Assess candidate performance;
- D33 Assess candidate using differing sources of evidence;
- A1 Assess candidate performance using a range of methods;
- A2 Assess candidate performance through observation;
- Level 3 Award in Assessing Competence in the Work Environment;
- Level 3 Award in Assessing Vocationally Related Achievement;
- Level 3 Certificate in Assessing Vocational Achievement.

## 5 *Qualified IQAs*

IQAs must be occupationally competent, as described previously, and must hold at least one of the following recognised internal verification/quality assurance qualifications to be considered a qualified IQA:

- D34 Internally verify the assessment process;
- V1 Conduct internal quality assurance of the assessment process;
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice;
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice.

*Please note that IQAs may only quality assure evidence that they did not assess.*

## 6 *Unqualified assessors and IQAs*

Centres must ensure that unqualified assessors and IQAs are registered on an appropriate qualification and have an action plan and timeframe for completion (usually within 12 months). Centres must ensure that all decisions made by unqualified assessors or IQAs are countersigned by a qualified and occupationally competent assessor or IQA respectively.

## 7 *Teaching qualifications*

VTCT recommends as best practice that teachers/tutors hold a teaching qualification, however, unless stated in a qualification specification, VTCT does not set this as a mandatory requirement. Teachers/tutors that hold a teaching qualification will not be recognised as a qualified assessor or IQA unless they also hold one of the recognised qualifications, stated previously, for those roles.

## 8 *CPD requirements*

Assessors, and IQAs are employed or contracted by the centre and are required to demonstrate active involvement in a process of industry relevant CPD and maintain up-to-date records/evidence to support CPD. The following informs of sector specific requirements for CPD where known. CPD requirements start from the date that the staff member's duties commenced.

### **8.1 Hairdressing & Beauty Therapy**

Habia have set the required amount of CPD as 30 hours in any twelve month period for full time staff. Part time staff will need to calculate their required CPD pro-rata based on a 37 hour week. More information can be found on the Habia website, <http://www.habia.org/cpd/>.

## 8.2 Sports, Active Health and Fitness

VTCT specifies a minimum of 30 hours CPD over a period of 2 years for full and part time staff.

## 8.3 Hospitality

No CPD requirements are specified by either the Sector Skills Council or VTCT; however VTCT recommends that the centre set a CPD requirement for staff to comply with.

