

# Learning and Skills Assessor

## Level 3

### Overview:

The Level 3 Learning and Skills Assessor apprenticeship Standard has been designed for individuals looking to develop their expertise in assessing learners within vocational education and training.

This apprenticeship equips learners with the skills needed to assess, support, and guide individuals in achieving their qualifications, whether in the workplace or within training environments.


Focusing on the ability to assess skills and knowledge, provide constructive feedback, and ensure learners meet the required standards. Apprentices will gain a strong understanding of assessment methods, quality assurance processes, and how to support learners from diverse backgrounds.


This qualification is ideal for those looking to pursue a career in assessing, coaching, or training roles, particularly within sectors like apprenticeships, further education, and adult learning.

### What to expect from Linden:


- Bespoke content customised for your organisation and its goals.
- Support from a dedicated Trainer who will support with learning, skill competency and developing evidence. Always aiming for Distinction grade at EPA.
- Individual support and mentoring to make every apprenticeship a success.
- Access to our virtual learning environment.
- Live workshops delivered by specialist Trainers.
- Dedicated Account manager.
- Blended learning approach, distance and face to face visits from your Trainer to suit the employer and learner needs.


### Key information:

 Level: **Level 3**

 Recommended duration: **14 months**

 Format / Delivery: **Blended learning model**

 Funding band: **£5,000**

 Contextualisation available: **Yes**

#### Functional skills

Maths and English Functional skills qualifications are available at Level 1 and 2 for eligible learners aged 19+. Apprentices aged 16-18 must complete these qualifications as a mandatory part of their programme. For more information, please contact the Linden team.

#### Relevant to:

Assessor, Training Facilitator & Tutor.

# What is included in the Standard:

Knowledge	Skills & Practical Application	Behaviours
<ul style="list-style-type: none"> <li>• The role of the assessor.</li> <li>• How to plan inclusive assessment.</li> <li>• Types of and methods of assessment.</li> <li>• The principles of assessment.</li> <li>• Methods of verbal and non-verbal communication to support assessment practice.</li> <li>• How to give constructive feedback for the purpose of progress and achievement.</li> <li>• Standardisation, moderation and quality assurance procedures relevant to the assessment.</li> <li>• The purpose and process of the quality cycle.</li> <li>• Organisational and legal requirements for recording, storing and sharing personal information.</li> <li>• Types and methods of recording and tracking assessment decisions, including the use of digital technology.</li> <li>• Sources of and how to access accurate and relevant vocational/pastoral advice and guidance to meet learner needs, including points of referral.</li> <li>• The role and importance of holistic assessment to support wider skill development.</li> <li>• Approaches to sustainable assessment practice.</li> <li>• Opportunities for continuing professional development in own sector to maintain occupational competency, including sustainable practice and digital literacy.</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct sustainable assessment practice working within organisational, legal, and ethical frameworks, including confidentiality and safeguarding.</li> <li>• Produce a plan for assessment.</li> <li>• Select method(s) to assess learner(s) in line with organisational and regulatory requirements.</li> <li>• Make accurate assessment judgments against agreed standards.</li> <li>• Communicate with learner and relevant stakeholders to support assessment practice.</li> <li>• Provide constructive feedback to support the learner to progress.</li> <li>• Contribute to standardisation, moderation and quality assurance procedures.</li> <li>• Develop and maintain records of assessment, complying with quality, confidentiality and data protection requirements.</li> <li>• Facilitate access to relevant, current information advice and guidance.</li> <li>• Apply holistic assessment in practice to support wider skills development.</li> <li>• Identify and implement professional development opportunities to maintain occupational competency, including sustainable practice and digital literacy.</li> </ul>	<ul style="list-style-type: none"> <li>• Operate at all times to ethical and legal standards within professional boundaries, maintaining an impartial approach.</li> <li>• Take personal responsibility for sustainable outcomes in how they carry out the duties of their role by reference to environmental good practice.</li> <li>• Demonstrate and encourage mutual respect, displaying a deep understanding of inclusive practice to support the individual(s) in the assessment process.</li> <li>• Be committed to improving their own professional practice in relation to the assessment standards.</li> <li>• Be resilient and adaptable when dealing with challenge and change, maintaining focus and self-control.</li> </ul>

**10,000+**

Empowering over 10,000 learners to achieve their apprenticeship since 2012. Your success, our mission.

**58%**

of our Apprentices across all Standards achieved a Distinction pass at EPA.

Employer reviews



**Excellent**

Apprentice reviews



**Good**



## Typical learner journey:



### 1. Enquiry / Consultation

Prospective learners and employers begin their Linden journey with an exploration session to better understand goals and objectives.



### 5. Learning journey commences

With enrolment and induction completed, learners start their learning journey by engaging with regular sessions, workshops, projects, assignments and reviews, with full guidance and support from their dedicated Trainer.



### 2. Programme Introduction

Learners are invited along with their line managers to an Introduction. This session provides a full programme overview, opportunity for Q&A and agreement of next steps.



### 6. EPA Prep and Gateway

Learners prepare for their End Point Assessment (EPA) by reviewing key concepts and skills essential for demonstrating competency against the skills, knowledge and behaviours set out in the Standard.



### 3. Onboarding / Enrolment

Learners are sent links to our online enrolment form, skills gap analysis and functional skills diagnostic assessments.



### 7. End Point Assessment

The End Point Assessment is the final evaluation where learners showcase their acquired skills, knowledge and behaviours.



### 4. Induction

Learners participate in a comprehensive induction with their dedicated Apprenticeship Trainer. This session supports understanding of expectations and resources (including an introduction to the e- portfolio).



### 8. Achievement / Progression

Upon successful completion of the EPA, learners celebrate their achievement and may choose to progress to a higher level within the same sector or explore new pathways.

## End Point Assessment:

The EPA process consists of two assessment processes:

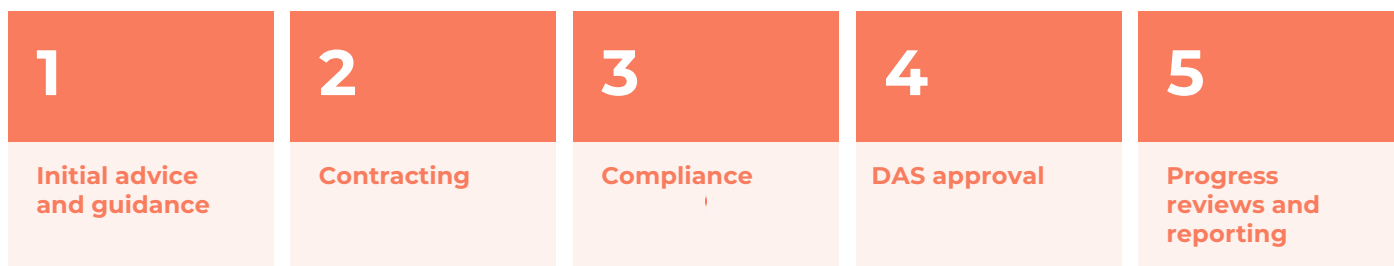
Assessment method	Areas assessed	Weighting
Observation with questioning	Knowledge / Skills / Behaviours	50%
Professional discussion underpinned by a portfolio of evidence	Knowledge / Skills / Behaviours	50%



# Employer contracting:

All employers who want to utilise the Apprenticeship Levy or Co-investment model are required to contract with providers and follow the Government approval process for onboarding new learners and securing funding for each apprenticeship Standard in the Digital Apprenticeship Service.

## 5 steps to employer contracting:



Discussions around apprenticeship intent and requirements of the Standard. Dedicated Linden account manager support from inception through to EPA.

Contract for services issued online for review and electronic signature.

Employer to complete Health & Safety compliance and provide Insurance Liability certification for the apprentices workplace.

Agreeing learners to enrol and approval on the Digital Apprenticeship Service.



Employers will be invited to attend progress reviews and receive updates throughout their apprentices journey.

## Progression options:

On completion of your apprenticeship you may choose to advance to a higher level within the same subject area or explore a completely new pathway.

Learning and Skills Mentor

Level 4

## What our learners have to say:



**My Trainer has been great! I cannot fault any part of the programme. Everything was really easy to understand.**

Rebecca



**I would encourage anyone to do this apprenticeship as it gave me a lot of confidence.**

Ralphie



## Contact us today:

For more information about Apprenticeships at Linden, call us on **0800 2980632** or visit our website at: **[lindenmanagement.org.uk](http://lindenmanagement.org.uk)**

