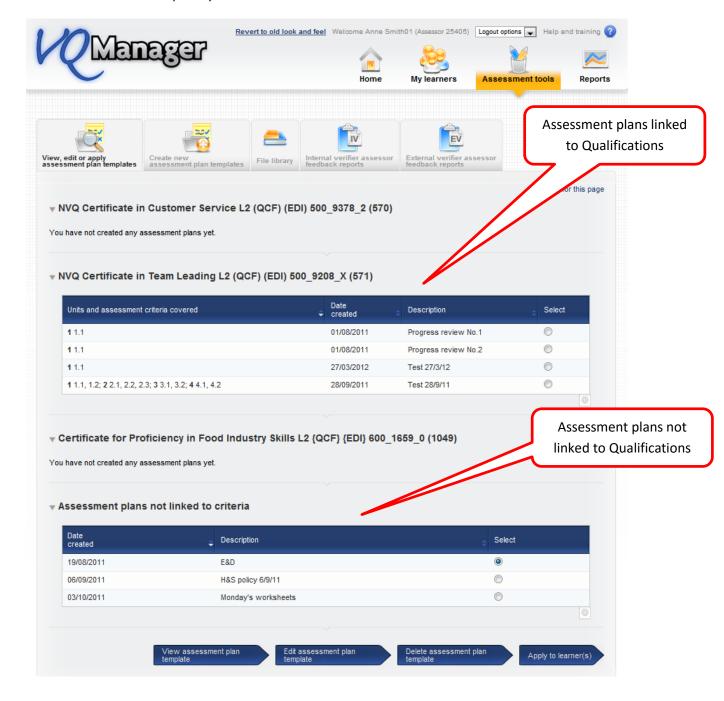
Using Assessment Plans

Assessment Tools

View, edit or apply assessment plan templates

This tab shows assessment plans that have been created for the qualification you are qualified to assess.

It also show assessment plans you have created that are not linked to assessment criteria.



Types of assessment plans:

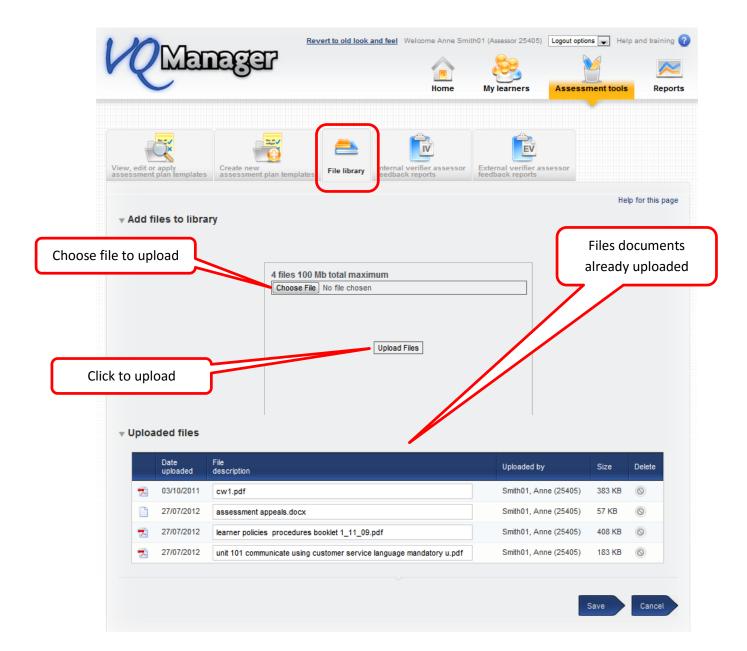
- Assessment plans linked to qualification these plans are used for assessment
- Assessment plans not linked these plans are for everything else, induction activities etc. policies and procedures

Remember – the way to communicate information to learners is through the assessment planning process

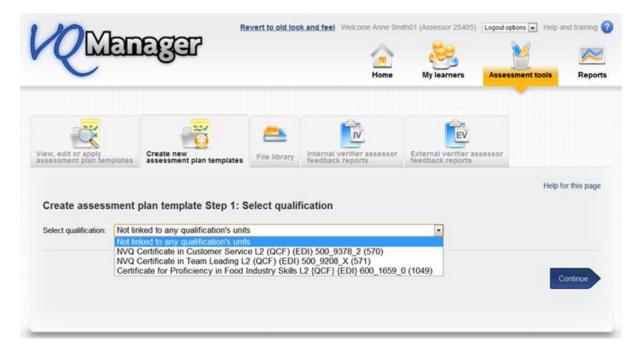
Creating assessment plans

File library

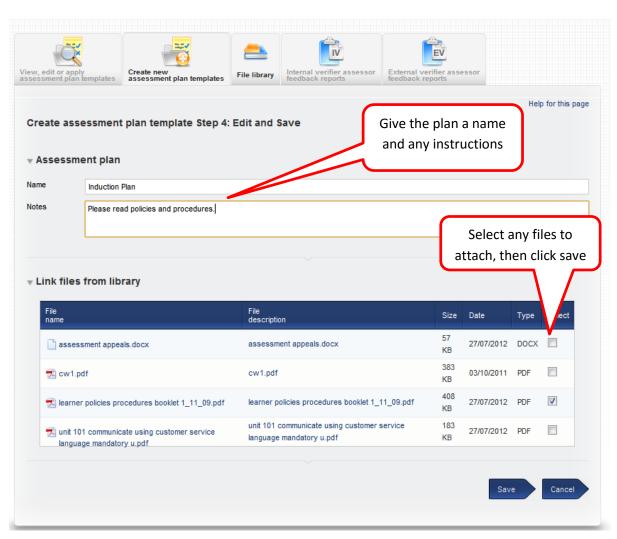
If you want any document/file/resource to go to learners in the assessment plan process they have to be in the file library:



Create new assessment plan template

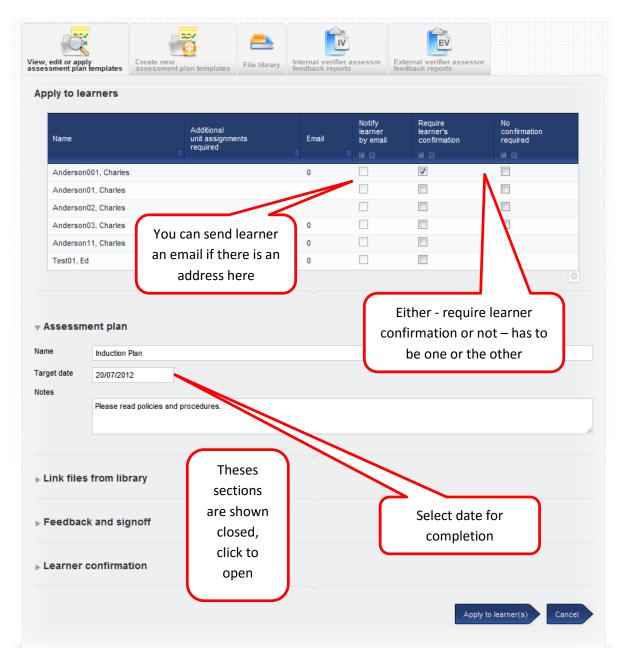


Plan not linked to assessment criteria:



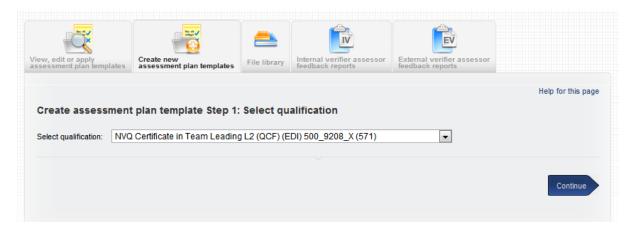


Make sure plan is selected – apply to learner(s):

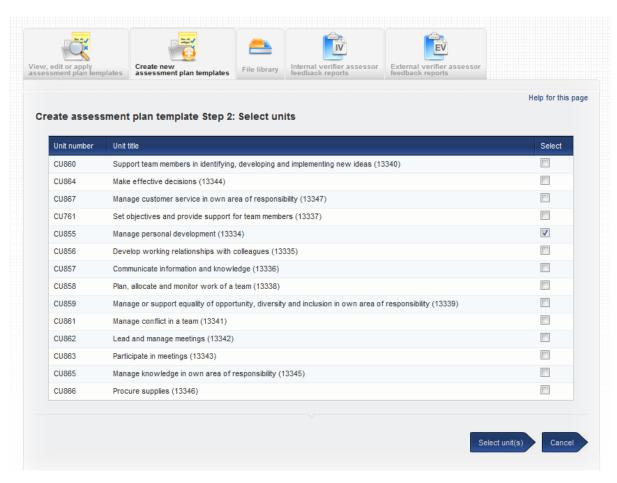


Plan linked to assessment criteria:

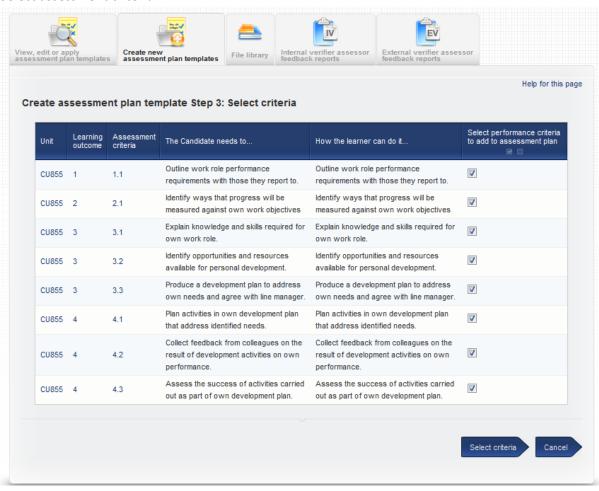
Select qualification:

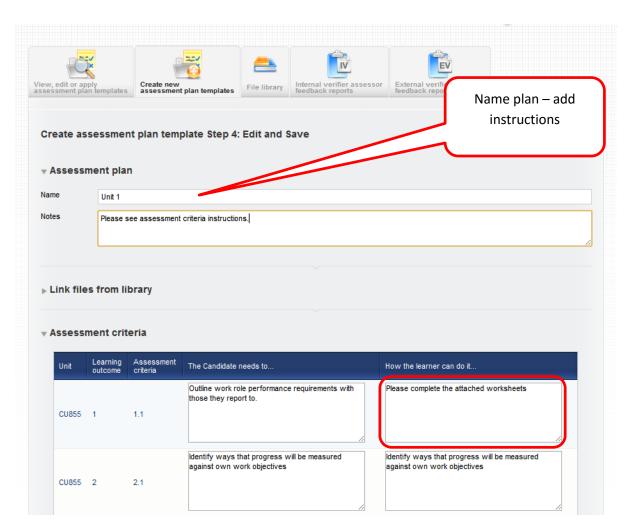


Select unit(s):



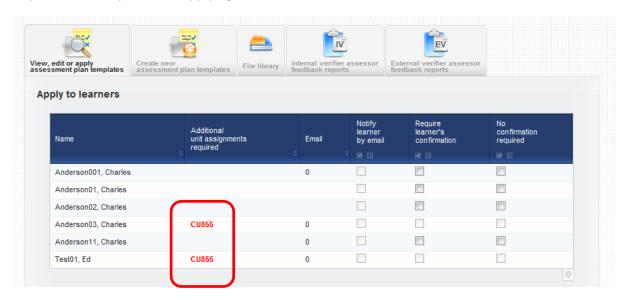
Select assessment criteria:





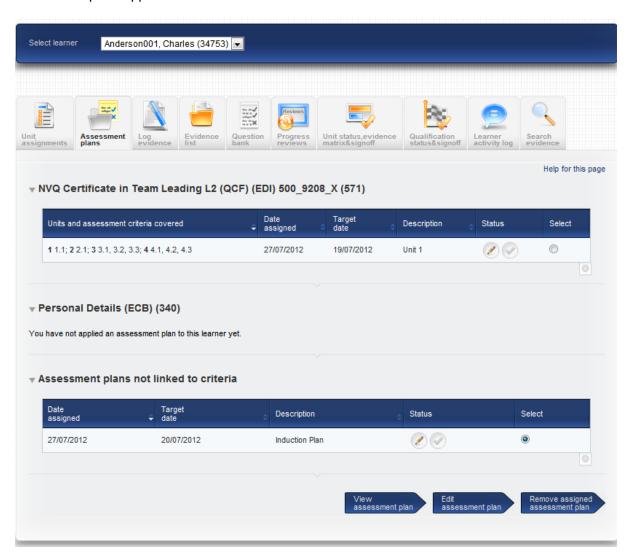
Assessment criteria can be reworded.

Repeat the same process of applying to learners:



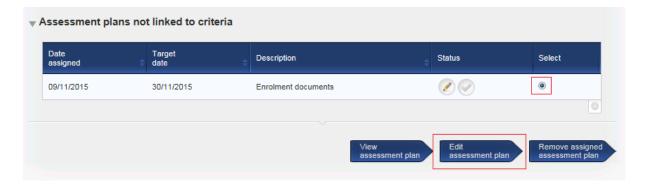
If units appear in red as above, this means the learner is not doing these units and the assessment plan cannot be applied – you will need to change add the units in Unit Assignment TAB.

Assessment plans applied to learner:



Ability to upload ad hoc documents to assessment plans

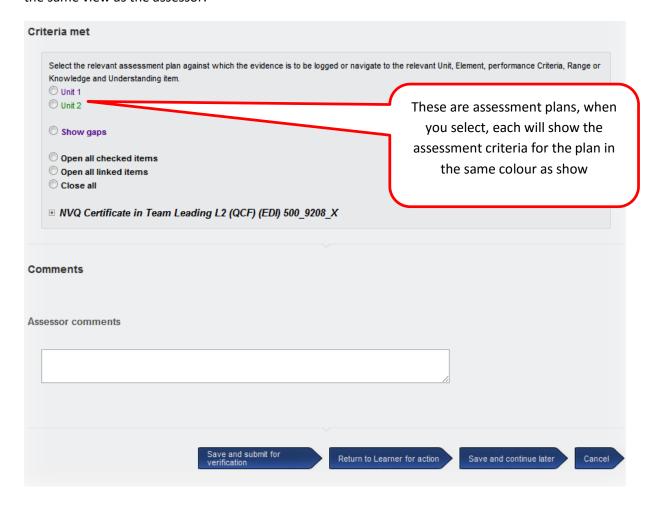
Assessors are now able to add documents directly to assessment plans, without uploading them to the File Library first. This option is **only** available after the assessment plan has been assigned to the learner. Assessors will need to click on My Learners and the Assessment Plans tab, select the learner in the drop-down at the top of the page, and select the Assessment Plan using the radio buttons. They should then click on 'Edit assessment plan' at the bottom of the page.



In the plan, there is a new section for files uploaded specifically to this plan for this learner, and also a section that allows the assessor to browse and add files.

Working with assessment plans

Assessment plans can be applied and sent to learners to work towards until complete. However assessors can also use assessment plans when logging evidence if assessor view of assessment plans is switched on. When you go log evidence, assessment plans are listed in different colours – this is the same view as the assessor:

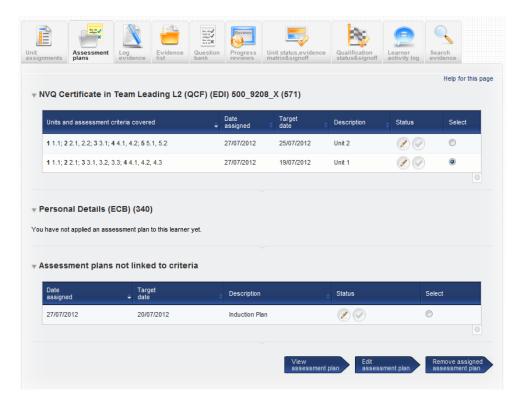


Unit 1 Unit 2
○ Show gaps
Open all checked items Open all linked items Close all
□ NVQ Certificate in Team Leading L2 (QCF) (EDI) 500 9208 X
□ Unit CU855 Manage personal development
□ Learning outcome 1 Be able to identify and agree performance requirements of own work role
□ Assessment criteria 1 ☑ □
☐ 1.1 Outline work role performance requirements with those they report to.
☐ Learning outcome 2 Be able to measure and progress against objectives.
□ Assessment criteria 2 ☑ □
2.1 Identify ways that progress will be measured against own work objectives
☐ Learning outcome 3 Be able to identify gaps in skills and knowledge in own performance
□ Assessment criteria 3 ☑ □
3.1 Explain knowledge and skills required for own work role.
3.2 Identify opportunities and resources available for personal development.
3.3 Produce a development plan to address own needs and agree with line manager.
☐ Learning outcome 4 Be able to carry out and assess activities within own development plan.
□ Assessment criteria 4 ☑ □
4.1 Plan activities in own development plan that address identified needs.
\square 4.2 Collect feedback from colleagues on the result of development activities on own performance.
4.3 Assess the success of activities carried out as part of own development plan.

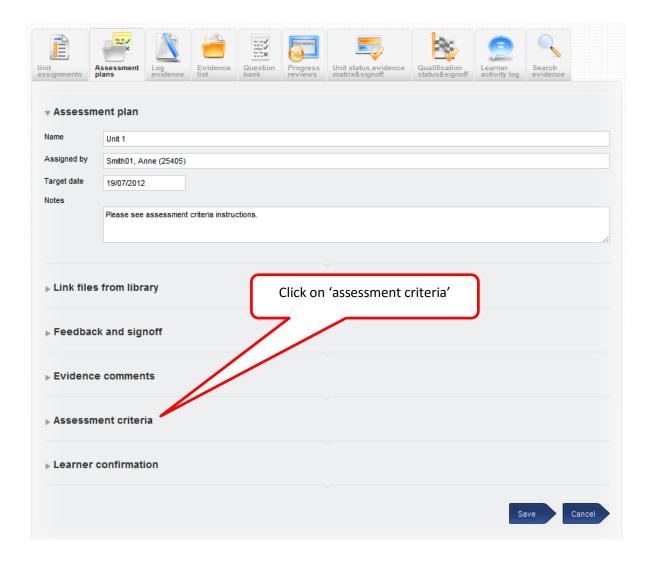
O Unit 1
® Unit 2
○ Show gaps
Open all checked items
Open all linked items
Close all
C Close an
□ NVQ Certificate in Team Leading L2 (QCF) (EDI) 500 9208 X
Unit CU855 Manage personal development
□ Unit CU856 Develop working relationships with colleagues
□ Learning outcome 1 Understand the benefits of working with colleagues.
□ Assessment criteria 1 ☑ □
1.1 Describe the benefits of productive working relationships.
U sarajan automa C Da abla ta askalijah waskina salaji saskina with asllagawa
□ Learning outcome 2 Be able to establish working relationships with colleagues.
□ Assessment criteria 2 ☑ □
2.1 Identify colleagues within own and other organisations.
2.2 Agree the roles and responsibilities for colleagues.
□ Learning outcome 3 Be able to act in a professional and respectful manner when working with colleagues.
□ Assessment criteria 3 □ □
3.1 Explain how to display behaviour that shows professionalism.
□ □ 3.1 Explain how to display behaviour that shows professionalism.
□ Learning outcome 4 Be able to communicate with colleagues.
□ Learning outcome 4 be able to communicate with coneagues. □ Assessment criteria 4 □ □
4.1 Identify, information to others clearly and concisely.
4.2 Explain how to receive and clarify own understanding of information.
2 April 1104 to 1000170 and outry 0441 and ordinary of information
□ Learning outcome 5 Be able to identify potential work-related difficulties and explore solutions
□ Assessment criteria 5 ☑ □
5.1 Identify potential work-related difficulties and conflicts of interest.
5.2 Explain how to resolve identified potential difficulties.

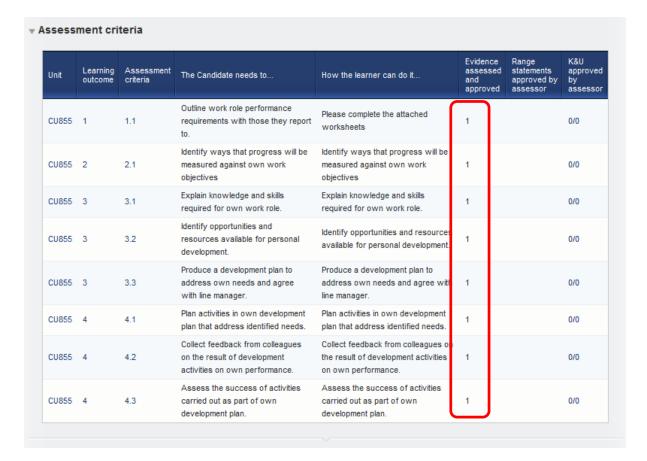
Signing off assessment plans

To check that assessment plans have been completed:



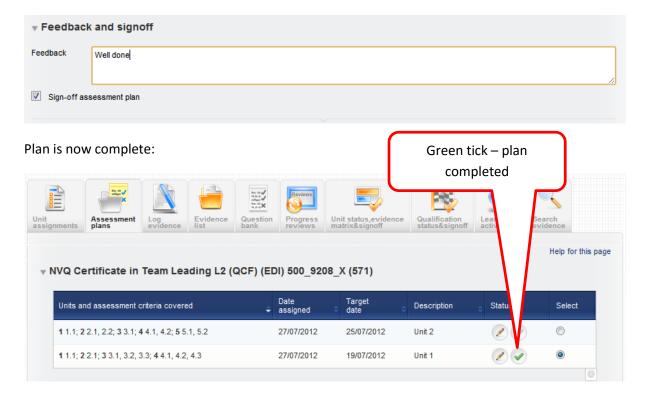
Make sure assessment plan is selected and click Edit assessment plan.





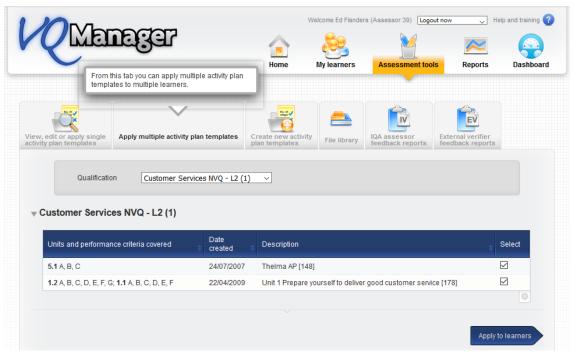
As long as there is at least '1' against each assessment criteria then the plan has been completed and is ready to be signed off:

Click on the feedback and sign off:



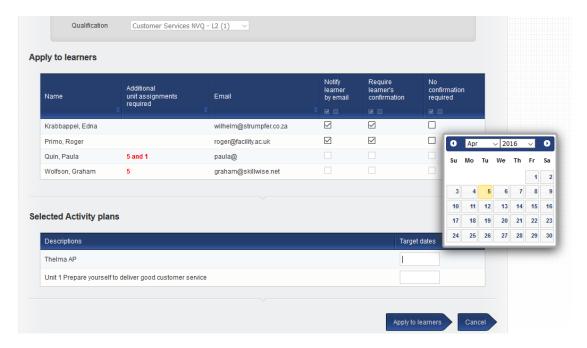
Assigning multiple assessment plans at once

We have added a new tab to the Assessment Tools area called 'Apply multiple assessment plan templates'. (This could read activity plans or action plans depending on your centre settings).

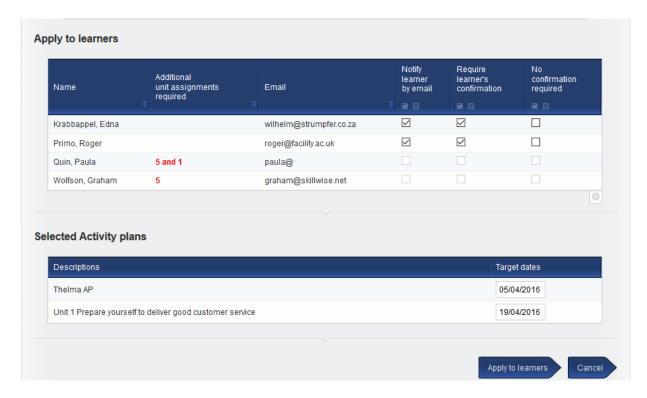


This tab will offer a drop-down to select a qualification, or not linked to criteria, and display the list of assessment plan templates for that qual. Users will not be able to select plans from more than one qualification at once. The assessor then ticks the required assessment plans in the "select" column.

When the blue arrow "Apply to Learners" is selected a new tab with a table with a list of the assessment plan titles appears with a box for each assessment plan target date. There is no "Notes" section at this stage. The notes are already on the template when you create it, and if necessary you can write notes on individual plans after you've assigned them.



Select the learners and complete the target dates before selecting the blue arrow "Apply to learners"



A pop up appears to confirm the plans have been assigned to the learners. The target dates will be the same for all selected learners.

