

## About This Handout

This handout is designed for use by **TAQA Assessors** as a delegate resource. It covers the key knowledge areas, legislation, and practical skills required for the course. Delegates may retain this handout for future reference.

## Learning Outcomes

By the end of this course, delegates will be able to:

- Understand the principles and requirements of assessment
- Plan and carry out assessments of occupational competence
- Assess vocational skills, knowledge and understanding
- Maintain legal and good practice requirements in assessment
- Reflect on and improve your assessment practice

## Key Legislation & Standards

- Equality Act 2010
- Data Protection Act 2018
- Health and Safety at Work Act 1974
- Ofqual General Conditions of Recognition

## Core Knowledge — TAQA Assessor

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### **The Assessor Role**

Assessors are responsible for judging whether learners have demonstrated the required level of competence for their qualification. This involves planning assessments, gathering evidence, making assessment decisions, and providing feedback.

### **Assessment Methods**

Effective assessors use a range of methods including direct observation, professional discussion, questioning, examination of work products, and witness testimony. The choice of method depends on the evidence requirements of the unit.

### **Making Assessment Decisions**

Assessment decisions must be valid, reliable, fair, and consistent. Evidence must be sufficient, authentic, current, and relevant. Assessors must be able to justify their decisions and provide constructive feedback.

## Practical Skills & Key Points

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- ✓ Plan assessments with learners using assessment plans
- ✓ Conduct direct observations in the workplace
- ✓ Use questioning techniques to assess knowledge
- ✓ Review and judge portfolio evidence
- ✓ Give constructive written and verbal feedback
- ✓ Maintain accurate assessment records

### Key Facts to Remember

- The Level 3 TAQA Award is recognised across all sectors in the UK
- Assessment decisions must be valid, reliable, fair, and consistent
- Evidence must be sufficient, authentic, current, and relevant (VACR)
- Assessors must maintain confidentiality and comply with data protection legislation

