



Skillsfirst guidance to centres on adapted assessments for vocational qualifications

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V5**

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1 Introduction

The continuing pandemic has led to some exams and assessments being cancelled in 2020/2021. In line with Government policy, Ofqual have put in place the Vocational Contingency Regulatory Framework (VCRF) for Awarding Organisations (AOs) offering VTQs. These regulatory arrangements enable AOs to be sufficiently flexible to support as many learners as possible to complete qualifications, whilst still retaining the integrity of our qualifications. Skillsfirst will therefore support the adaptation of internally marked assessments, to ensure those learners due to complete a component / qualification can progress with their education / career.

This guidance is aimed at those learners requiring assessment but due to COVID-19 are unable to be assessed via the stated method within the relevant assessment strategy. This planned approach of adaptations to our qualifications (VTQs) will continue for learners due to complete a component / qualification between 1 August 2020 and 31 August 2021 only.

It explains Skillsfirst's approach to the adaptation of assessments within qualifications that can be categorised as:

1. Early Years / Health & Social Care
2. Knowledge-based (could be delivered in a classroom or online)
3. Competence-based (a combination of knowledge and competence which is usually evidenced in a workplace)

For each of the above categories, we will specify the qualifications by sector for ease of reference.

Please note that the information provided within this guidance document is correct as of the date stated on the cover, but is subject to change. We will continue to update you with the latest information and advice to best support your planning and preparations.

2 Principles of adaptation

There are a number of ways in which we may allow centres to make changes to a qualification to maximise the number of learners that receive results. These include:

- adapting the way in which internally marked assessments are delivered, for example:
 - using on-screen / electronic assessment documentation, rather than paper-based (i.e. workbooks)
 - or
 - providing a witness statement in place of an observation
- adapting assessment methods, for example, by using expert witness testimony in place of an observation, or any activity which requires changing in order to make effective assessment decisions
- adapting the way in which a qualification is internally quality assured, for example, using on-screen / electronic documentation, rather than paper-based
- conducting standardisation activities remotely.

We will give due regard to any specific requirements put in place by professional and sector bodies when making judgements about adaptations.

We will ensure, as far as possible, that any adaptations made by the centre will minimise any disadvantage to learners with special education needs or a protected characteristic. However, where the centre can offer an adapted assessment, but despite their best efforts it does disadvantage some learners, we may still allow the adapted assessment. This is in line with the overall aim of the government's policy of ensuring that as many learners as possible are provided with results.

In making provisions for adaptations, we will take all reasonable steps to minimise risks to validity by ensuring that coverage of the key areas of the content of the qualification is retained within any adapted assessment. In doing so, we will act within the limits of our capacity and capability.

It is strongly recommended that the centre IQA strategy and activities are reviewed and adapted during this period to consider additional risks, including standardisation of the adapted process, retaining all associated records for external quality assurance monitoring. Due to the increased risks, **all learners must be subject to internal quality assurance.**

Centres should make Skillsfirst aware of intended adaptations prior to them being carried out for **each** qualification. This will ensure Skillsfirst has the opportunity to approve all planned adaptations, minimising the risks to the validity of the assessment and overall qualification, and that appropriate external quality assurance activities take the adaptations into account (see Section 5).

3 Adaptation guidance

When replacing the observation with expert witness testimony:

The expert witness **must**:

- work in a role equivalent to first line management of the learner, or above
- have worked with the learner for a minimum of 3 months during the course of the qualification
- provide as a minimum:
 - their name
 - their signature
 - their job role
 - their relationship to the learner
 - the unit(s) witnessed
 - their testimony
 - the date of the witness testimony

which will all be shown on the Skillsfirst Expert Witness Testimony Form (Appendix 2)

All expert witness testimonies should be:

- based on naturally occurring performance by the learner (**under no circumstances should the testimony be based on simulated activity**)
- concise and focus on the relevant criteria within the unit
- include dates of when specific activities were witnessed. These do not need to be specific dates; they can be approximate dates (e.g. the month).

Audio / video recorded testimonies will be accepted in place of a written testimony, but must include the information stated above.

If the witness testimony provided does not fully cover the criteria needing to be assessed, it is expected that the assessor will conduct a question and answer activity with the learner, to ensure all qualification criteria has been sufficiently covered.

The questions used will enable the assessor to:

- clarify any aspect of the witness testimony they are uncertain about
- authenticate the content of the witness testimony
- follow up on criteria where they believe the learner has not been given the opportunity to demonstrate they have achieved them fully.

The learner will also be permitted to refer to additional evidence and / or examples during the activity, to meet criteria not included within the expert witness testimony.

A record of these additional questions and responses must be recorded on the Skillsfirst Adapted Assessment Record form (Appendix 3).

All expert witness testimonies must be assessed against the relevant unit learner outcomes, with the final assessment decision made by an occupationally competent and qualified assessor. These must be subject to internal quality assurance, before any final assessment decision can be confirmed. All records of internal quality assurance must be retained by the centre for a minimum of three years, in line with current requirements.

4 Process for informing Skillsfirst of intended adaptations

It is the responsibility of the Head of Centre (HOC) to complete a Declaration of Intent which can be found in Appendix 1. The process is as follows:

- a HOC completes the Declaration of Intent confirming whether they intend to adapt assessments, together with the adaptation's learner spreadsheet confirming those adaptations required for **all affected learners** to customerservices@skillsfirst.co.uk (if applicable)
- b If adaptations are to be made, HOC confirms:
 - all learners affected
 - which qualifications they will be adapting
 - the current method of delivery and / or assessment
 - the intended adaptation to that method
 - a justification for the adaptation
- c The centre is then suspended for certification for the specified qualification(s) and must not carry out any assessments until the adaptation(s) have been agreed by Skillsfirst.
- d Centre informs Skillsfirst once they have completed the first adapted assessments for each qualification.

- e EV carries out a remote monitoring of the first adapted assessments for each qualification and will either confirm:
 - i) they are satisfied the adaptations meet the requirements and permit certification
 - or
 - ii) they do not have confidence in the adaptations applied, therefore action plan the centre accordingly. Further monitoring will be required.
- f Centres must submit the adaptation's learner spreadsheet for each cohort of learners prior to submitting results.
- g For each cohort submitted, based on the findings in (e), the EV will make recommendations to Skillsfirst on the approach and frequency of further monitoring. This decision will be based on a risk-based approach, taking into account:
 - i) the outcome of the previous activity for adapted assessments
 - ii) the time elapsed since the previous submission for adapted assessments
 - iii) whether there is a consistent / standardised approach to adaptations across centre staff
 - iv) how many learners are being submitted in the cohort at any one time
 - v) whether there have been staff changes since the last adapted cohort of learners

The EV must be satisfied any risks to the validity of the assessment and overall qualification have been mitigated and qualifications awarded are valid.
- h Direct claims status (DCS) **will not** be restored until adapted assessments have ceased for each qualification.
- l Once all learners requiring adapted assessments are complete, the Head of Centre must inform Skillsfirst by email to customerservices@skillsfirst.co.uk

5 External Quality Assurance

Skillsfirst will carry out remote external quality assurance activities of adaptations, ensuring a consistent approach to validity, authenticity, currency and sufficiency of evidence. For each cohort submitted for adaptation, Skillsfirst will make a decision on whether EV monitoring is required (see Section 4).

6 Certificates

Following confirmation from Skillsfirst, qualification / unit results can be submitted in the usual way. Centres must submit the adaptation's learner spreadsheet for each cohort of learners prior to submitting results.

Certificates will be processed by Skillsfirst upon receipt, and the validation of results.

7 Appeals

Skillsfirst aims to ensure that all assessments and assessment results are fair, consistent and based on valid judgements. Where an adapted assessment is used, a learner can only appeal the result with their centre. This is in line with Skillsfirst's Appeals Policy which can be located on our website and in the documents area of QMIS.

8 Qualifications in scope

EARLY YEARS

Qualification No.	Skillsfirst No.	Qualification title
603/5179/2	EYD2	Skillsfirst Level 2 Diploma for the Early Years Practitioner (RQF)
601/8151/5	EYD3	Skillsfirst Level 3 Diploma for the Children & Young People's Workforce (Early Years Educator) (RQF)

The Department of Education have announced that assessor observations of learner's workplace practice may be replaced with expert witness testimony from someone who works in a role equivalent to first line management of the learner, or above. The expert witness must have worked with the learner for a minimum of three months during the course of the apprenticeship.

The expert witness must:

- provide as a minimum:
 - their name
 - their signature
 - their job role
 - their relationship to the learner
 - the unit(s) witnessed
 - their testimony
 - the date of the witness testimony

which will all be shown on the Skillsfirst Expert Witness Testimony Form (Appendix 2)

Expert witness testimony should be:

- based on naturally occurring performance by the learner, and under no circumstances should the testimony be based on simulated activity
- concise and focus on the relevant criteria within the unit
- include dates of when specific activities were witnessed. These do not need to be specific dates; they can be approximate dates (e.g. the month).

Audio / video recorded testimonies will be accepted in place of a written testimony, but must include the information stated above.

If the witness testimony provided does not fully cover the criteria needing to be assessed, it is expected that the assessor will conduct a question and answer activity with the learner, to ensure all qualification criteria has been sufficiently covered.

The questions used will enable the assessor to:

- clarify any aspect of the witness testimony they are uncertain about
- authenticate the content of the witness testimony
- follow up on criteria where they believe the learner has not been given the opportunity to demonstrate they have achieved them fully.

The learner will also be permitted to refer to additional evidence and / or examples during the activity, to meet criteria not included within the expert witness testimony.

A record of these additional questions and responses must be recorded on the Skillsfirst Adapted Assessment Record form (Appendix 3).

All expert witness testimonies must be assessed, and the final assessment decision made by an occupationally competent and qualified assessor, against the relevant unit learning outcomes. These must be subject to internal quality assurance, before any final assessment decision can be confirmed. All records of internal quality assurance must be retained by the centre for a minimum of three years, in line with current requirements.

Centres should also refer to the following documents which provide additional guidance:

- Assessment mitigation centre guidance communication in relation to Covid-19 disruption 2021 for Health and Social Care and Childcare/Early years
- Early years practitioner assessment RAG rating against DfE EYP criteria
- Early years educator assessment RAG rating against DfE EYE criteria

KNOWLEDGE-BASED QUALIFICATIONS

BUSINESS AND ADMINISTRATION

Qualification No.	Skillsfirst No.	Qualification title
601/3047/7	IBA1	Skillsfirst Level 1 Award in Introduction to Employment in Business Administration (RQF)
601/7959/4	BAP04	Skillsfirst Level 4 Diploma in Principles of Business Administration (RQF)

CHILDREN AND YOUNG PEOPLE

Qualification No.	Skillsfirst No.	Qualification title
601/3801/4	IEC1	Skillsfirst Level 1 Award in Introduction to Employment in Child Care (RQF)
600/1391/6	ERRA02	Skillsfirst Level 2 Award in Employment Responsibilities and Rights in Health, Social Care, Children & Young People's Settings (RQF)
603/3344/3	SGA2	Skillsfirst Level 2 Award in Safeguarding Principles
603/4029/0	PPBA2	Skillsfirst Level 2 Award in the Principles of Promoting Positive Behaviour (RQF)
603/3348/0	BMA3	Skillsfirst Level 3 Award in the Principles of the Behaviour Management Co-ordinator (RQF)
603/3350/9	CTA3	Skillsfirst Level 3 Award in the Principles of Counter Terrorism, the Prevent Duty and British Values (RQF)
603/3351/0	SEA3	Skillsfirst Level 3 Award in the Principles of Special Educational Needs and Disabilities (RQF)
603/3352/2	RDA3	Skillsfirst Level 3 Award in the Role of the Designated Safeguarding Lead (RQF)

CUSTOMER SERVICE

Qualification No.	Skillsfirst No.	Qualification title
600/0044/2	CSA01	Skillsfirst Level 1 Award in Principles of Customer Service (RQF)
600/4940/6	CSC01	Skillsfirst Level 1 Certificate in Principles of Customer Service (RQF)

EMPLOYABILITY

Qualification No.	Skillsfirst No.	Qualification title
603/3002/8	DSAE3	Skillsfirst Entry 3 Award in Digital Skills for Pre-employability (RQF)
600/6987/9	BEA1	Skillsfirst Level 1 Award in Behaviours, Attitudes and Attributes Required for Employment (RQF)
601/6343/4	BSUA1	Skillsfirst Level 1 Award in Principles of Business Start-up (RQF)
600/4209/6	DESA1	Skillsfirst Level 1 Award in Developing Employability Skills (RQF)
601/6293/4	SMPA1	Skillsfirst Level 1 Award in Creating an Online Profile Using Social Media (RQF)

601/1815/5	SWA1	Skillsfirst Level 1 Award in Skills for Work (RQF)
603/6056/2	IPCA1	Skillsfirst Level 1 Award in Infection Prevention and Control in the Workplace (RQF)
600/4211/4	DESC1	Skillsfirst Level 1 Certificate in Developing Employability Skills (RQF)
600/3336/8	DPC1	Skillsfirst Level 1 Certificate in Skills for Employment (RQF)
603/3003/X	DSC1	Skillsfirst Level 1 Certificate in Digital Skills for Pre-employability (RQF)
600/4212/6	PSDC1	Skillsfirst Level 1 Certificate in Personal and Social Development (RQF)
600/7273/8	WC01	Skillsfirst Level 1 Certificate in Work Skills (RQF)
603/6057/4	AWPC1	Skillsfirst Level 1 Certificate in Adapting Work Practice to Support Remote Working (RQF)

EQUALITY AND DIVERSITY

Qualification No.	Skillsfirst No.	Qualification title
600/2188/3	EDA01	Skillsfirst Level 1 Award in Equality & Diversity (RQF)
603/5261/9	LGBTC2	Skillsfirst Level 2 Certificate in LGBT Inclusion in the Workplace (RQF)
603/5552/9	LGBTHC2	Skillsfirst Level 2 Certificate in LGBT Inclusivity in a Health and Social Care Environment (RQF)
603/6359/9	EEEEC2	Skillsfirst Level 2 Certificate in Equality, Diversity and Inclusivity in an Educational Environment (RQF)

FINANCE AND PAYROLL

Qualification No.	Skillsfirst No.	Qualification title
601/7288/5	CAA1	Skillsfirst Level 1 Award in Computerised Accounting for Business (RQF)
601/5510/3	CPBA1	Skillsfirst Level 1 Award in Computerised Payroll for Business (RQF)
603/3188/4	PBA1	Skillsfirst Level 1 Award in Payroll for Business (RQF)
603/3790/4	MMA1	Skillsfirst Level 1 Award in Managing your own Money (RQF)
603/4260/2	MPFC1	Skillsfirst Level 1 Certificate in Managing Personal Finance (RQF)
601/4954/1	CBBC2	Skillsfirst Level 2 Certificate in Computerised Accounting for Business (RQF)
601/5511/5	CPBC2	Skillsfirst Level 2 Certificate in Computerised Payroll for Business (RQF)
603/3189/6	PBC2	Skillsfirst Level 2 Certificate in Payroll for Business (RQF)
603/3791/6	PFA2	Skillsfirst Level 2 Award in Introduction to Personal Finance (RQF)
601/7538/2	CAD3	Skillsfirst Level 3 Diploma in Computerised Accounting for Business (RQF)
603/1176/9	CFD3	Skillsfirst Level 3 Diploma in Computerised Finance for Business (RQF)
603/2042/4	FTC3	Skillsfirst Level 3 Diploma in Introduction to Financial Trading (RQF)

HEALTH AND SOCIAL CARE

Qualification No.	Skillsfirst No.	Qualification title
600/2290/5	PWA01	Skillsfirst Level 1 Award in Preparing to Work in Adult Social Care (RQF)
600/1391/6	ERRA02	Skillsfirst Level 2 Award in Employment Responsibilities and Rights in Health, Social Care, Children and Young People's Settings (RQF)
600/6219/8	EPL2	Skillsfirst Level 2 Award in Employment and Personal Learning Skills in Health (RQF)
600/0585/3	PWC02	Skillsfirst Level 2 Certificate in Preparing to Work in Adult Social Care (RQF)
600/9307/9	WCSD2	Skillsfirst Level 2 Diploma in Working in Care Services (RQF)
600/5591/1	SHMC2	Skillsfirst Level 2 Certificate in Understanding the Safe Handling of Medicines (RQF)
600/6220/4	EPL3	Skillsfirst Level 3 Award in Employment and Personal Learning Skills in Health (RQF)
600/0586/5	PWC03	Skillsfirst Level Skillsfirst 3 Certificate in Preparing to Work in Adult Social Care (RQF)

HOSPITALITY AND CATERING

Qualification No.	Skillsfirst No.	Qualification title
601/3045/3	IEH1	Skillsfirst Level 1 Award in Introduction to Employment in Hospitality (RQF)
600/0807/6	IHA01	Skillsfirst Level 1 Award in Introduction to the Hospitality Industry (RQF)
603/3341/8	FHA2	Skillsfirst Level 2 Award in Food Hygiene
601/8414/0	WINC2	Skillsfirst Level 2 Certificate in Wine Service (RQF)
600/3221/2	FPP02	Skillsfirst Level 2 Certificate in Hospitality and Catering Principles (Food Production and Cooking) (RQF)

IT PROFESSIONAL

Qualification No.	Skillsfirst No.	Qualification title
601/0371/1	ISCE3	Skillsfirst Entry Level Certificate in IT Skills for Work (Entry 3) (RQF)

JUSTICE

Qualification No.	Skillsfirst No.	Qualification title
603/3441/1	DDCA3	Skillsfirst Level 3 Award in Dealing with Difficult Conversations (RQF)

MANAGEMENT

Qualification No.	Skillsfirst No.	Qualification title
600/1912/8	PMD5	Skillsfirst Level 5 Diploma in Principles of Management and Leadership (RQF)

RECRUITMENT

Qualification No.	Skillsfirst No.	Qualification title
601/3448/3	RRC2	Skillsfirst Level 2 Certificate in Recruitment Resourcing (RQF)
601/3213/9	PHR3	Skillsfirst Level 3 Certificate in Principles of Human Resource (HR) Practice (RQF)
600/8281/1	RPP3	Skillsfirst Level 3 Certificate in Principles of Recruitment Practice (RQF)
600/8289/6	RPP4	Skillsfirst Level 4 Diploma in Principles of Recruitment Practice (RQF)

RETAIL

Qualification No.	Skillsfirst No.	Qualification title
601/3046/5	IER1	Skillsfirst Level 1 Award in Introduction to Employment in Retail (RQF)

SALES

Qualification No.	Skillsfirst No.	Qualification title
601/3797/6	IGSA1	Skillsfirst Level 1 Award in Introduction to Growing Sales (RQF)
600/1170/1	SAP03	Skillsfirst Level 3 Certificate in Principles of Sales (RQF)

SOCIAL MEDIA

Qualification No.	Skillsfirst No.	Qualification title
601/6293/4	SMPA1	Skillsfirst Level 1 Award in Creating an Online Profile Using Social Media (RQF)

TRAINING, ASSESSMENT AND QUALITY ASSURANCE

Qualification No.	Skillsfirst No.	Qualification title
501/1745/2	AUA03	Skillsfirst Level 3 Award in Understanding the Principles and Practices of Assessment (RQF)
501/1747/6	QUA04	Skillsfirst Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice (RQF)
600/4119/5	UEA4	Skillsfirst Level 4 Award in Understanding the External Quality Assurance of Assessment Processes and Practice (RQF)

WAREHOUSING AND STORAGE

Qualification No.	Skillsfirst No.	Qualification title
601/3048/9	IEW1	Skillsfirst Level 1 Award in Introduction to Employment in Warehousing and Storage (RQF)
600/2246/2	ERL02	Skillsfirst Level 2 Award in Employee Rights and Responsibilities (ERR) in the logistics industry (RQF)

WELL-BEING

Qualification No.	Skillsfirst No.	Qualification title
603/5030/1	MPWA1	Skillsfirst Level 1 Award in Ways to Maintain Personal Well-being (RQF)
603/5031/3	PWWC1	Skillsfirst Level 1 Certificate in the Principles of Maintaining Personal Well-being at Work (RQF)
603/5324/7	WOPC1	Skillsfirst Level 1 Certificate in the Use of Well-being to Optimise Performance (RQF)

The main types of adaptation that could be used across these **knowledge-based** qualifications include:

Guided discussion

Where there may be concerns that it is not evident that knowledge criteria has been completely covered, questions and answers could be used to determine that the learner has sufficient understanding of the relevant underpinning knowledge. The discussion could be voice-recorded or written and must be mapped to the assessment criteria. Centres should use the Adapted Assessment Record form (Appendix 3).

Knowledge-based written assessments

These can be used to evidence knowledge and understanding. This should be recorded in a written format and mapped to the assessment criteria (e.g. workbook or worksheet). Centres should use the Adapted Assessment Record form (Appendix 3).

COMPETENCY-BASED QUALIFICATIONS

ADVICE AND GUIDANCE

Qualification No.	Skillsfirst No.	Qualification title
601/3450/1	AGC3	Skillsfirst Level 3 NVQ Certificate in Advice and Guidance (RQF)
601/3504/9	AGD4	Skillsfirst Level 4 NVQ Diploma in Advice and Guidance (RQF)

BUSINESS AND ADMINISTRATION

Qualification No.	Skillsfirst No.	Qualification title
601/3518/9	BUSD2	Skillsfirst Level 2 Diploma in Business and Administration (RQF)
601/3519/0	BUSD3	Skillsfirst Level 3 Diploma in Business and Administration (RQF)
603/3137/9	AOD3	Skillsfirst Level 3 Diploma in Administrative Operations (RQF)
601/7958/2	BUSD4	Skillsfirst Level 4 NVQ Diploma in Business and Administration (RQF)

CHILDREN AND YOUNG PEOPLE

Qualification No.	Skillsfirst No.	Qualification title
603/4677/2	BMIA2	Skillsfirst Level 2 Award for the Hands-on Baby Massage Instructor (RQF)
603/4679/6	BMPC2	Skillsfirst Level 2 Certificate for the Hands-on Baby Massage Practitioner (RQF)
603/4681/4	BWBC2	Skillsfirst Level 2 Certificate in Setting-up and Promoting a Baby Well-being Business (RQF)
603/4680/2	BYPC2	Skillsfirst Level 2 Certificate for the Hands-on Baby Yoga Practitioner and Instructor (RQF)
601/4109/8	CYP2	Skillsfirst Level 2 Certificate for the Children & Young People's Workforce (RQF)
601/4590/0	PFA3	Skillsfirst Level 3 Award in Paediatric First Aid (RQF)
601/4060/4	CYP3	Skillsfirst Level 3 Diploma for the Children & Young People's Workforce (RQF)
601/4840/8	RCD3	Skillsfirst Level 3 Diploma for Residential Childcare (England) (RQF)
601/4841/X	RCD5	Skillsfirst Level 5 Diploma In Leadership and Management for Residential Childcare (England) (RQF)
601/4340/X	HSC5	Skillsfirst Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (England) (RQF)

CUSTOMER SERVICE

Qualification No.	Skillsfirst No.	Qualification title
603/2352/8	CSPD2	Skillsfirst Level 2 Diploma in Customer Service Practice (RQF)
601/3520/7	CUSD2	Skillsfirst Level 2 Diploma in Customer Service (RQF)
601/3521/9	CUSD3	Skillsfirst Level 3 Diploma in Customer Service (RQF)

FINANCE AND PAYROLL

Qualification No.	Skillsfirst No.	Qualification title
601/6206/5	FTD5	Skillsfirst Level 5 Diploma in Financial Trading (RQF)

HEALTH AND SOCIAL CARE

Qualification No.	Skillsfirst No.	Qualification title
603/2806/X	CD2	Skillsfirst L2 Diploma in Care (RQF)
603/2807/1	CD3	Skillsfirst L3 Diploma in Adult Care (RQF)
600/0364/9	HSCD03	Skillsfirst Level 3 Diploma in Health and Social Care (Adults) for England (RQF)
603/2809/5	CD4	Skillsfirst L4 Diploma in Adult Care (RQF)
603/3534/8	CD5	Skillsfirst L5 Diploma in Leadership and Management for Adult Care (RQF)
601/4340/X	HSC5	Skillsfirst Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (England) (RQF)

HOSPITALITY AND CATERING

Qualification No.	Skillsfirst No.	Qualification title
600/3229/7	FPD02	Skillsfirst Level 2 NVQ Diploma in Food Production and Cooking (RQF)
600/4734/3	HKD02	Skillsfirst Level 2 NVQ Diploma in Housekeeping (RQF)

JUSTICE

Qualification No.	Skillsfirst No.	Qualification title
601/8259/3	IIC3	Skillsfirst Level 3 Certificate in Investigative Interviewing (RQF)

MANAGEMENT

Qualification No.	Skillsfirst No.	Qualification title
601/3522/0	TDL2	Skillsfirst Level 2 Diploma in Team Leading (RQF)
603/2236/6	TMD3	Skillsfirst Level 3 Diploma in Team Management (RQF)
601/3523/2	MAND3	Skillsfirst Level 3 Diploma in Management (RQF)
601/3524/4	MAND5	Skillsfirst Level 5 Diploma in Management and Leadership (RQF)
603/2750/9	OMD5	Skillsfirst Level 5 Diploma in Operational and Departmental Management (RQF)

RECRUITMENT

Qualification No.	Skillsfirst No.	Qualification title
601/3449/5	RRNC2	Skillsfirst Level 2 NVQ Certificate in Recruitment Resourcing (RQF)
600/8282/3	RPD3	Skillsfirst Level 3 NVQ Diploma in Recruitment (RQF) (HR) Practice (RQF)
600/8288/4	RPD4	Skillsfirst Level 4 NVQ Diploma in Recruitment (RQF)

RETAIL

Qualification No.	Skillsfirst No.	Qualification title
601/3046/5	IER1	Skillsfirst Level 1 Award in Introduction to Employment in Retail (RQF)

SOCIAL MEDIA

Qualification No.	Skillsfirst No.	Qualification title
601/1209/8	SMD3	Skillsfirst Level 3 Diploma in Social Media for Business (RQF)

SUPPORTING TEACHING AND LEARNING IN SCHOOLS

Qualification No.	Skillsfirst No.	Qualification title
600//2606/6	STLC2	Skillsfirst Level 2 Certificate in Supporting Teaching and Learning in Schools (RQF)
6002607/8	STLD3	Skillsfirst Level 3 Diploma in Specialist Support for Teaching and Learning in Schools (RQF)

TRAINING, ASSESSMENT AND QUALITY ASSURANCE

Qualification No.	Skillsfirst No.	Qualification title
501/1744/0	AVA03	Skillsfirst Level 3 Award in Assessing Vocationally Related Achievement (RQF)
501/1743/9	ACA03	Skillsfirst Level 3 Award in Assessing Competence in the Work Environment (RQF)
501/1746/4	AVC03	Skillsfirst Level 3 Certificate in Assessing Vocational Achievement (RQF)
501/1748/8	QAA04	Skillsfirst Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (RQF)
501/1862/6	QLC04	Skillsfirst Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (RQF)
600/4118/3	EAA4	Skillsfirst Level 4 Award in Externally Assuring the Quality of Assessment Processes and Practice (RQF)

WAREHOUSING AND STORAGE

Qualification No.	Skillsfirst No.	Qualification title
600/2247/4	WSC02	Skillsfirst Level 2 Certificate in Warehousing and Storage (RQF)

In some instances where direct observation is not possible, alternative methods of assessment may be accepted. The main types of adaptation that could be used across **competency-based** qualifications include:

Expert witness testimony

The use of additional expert witness testimonies from qualified individuals to act as evidence in place of other assessment activities (e.g. direct observation of learner performance in the workplace). Centres should use the Skillsfirst Expert Witness Testimony Form (Appendix 2).

Professional discussion

Where there may be concerns that criteria has not been completely covered, professional discussion could be used to provide evidence of coverage that may not be possible for learners to demonstrate through typical assessment processes at this time. The discussion could be voice-recorded or written and must be mapped to the assessment criteria. Centres should use the Adapted Assessment Record form (Appendix 3).

Reflective accounts / statements

The use of reflective accounts or statements that learners can provide to detail activities previously undertaken. These could be voice-recorded or written and must be mapped to the assessment criteria. Centres should use the Adapted Assessment Record form (Appendix 3).

APPENDIX 1

Skillsfirst Adapted Assessments for Vocational Qualifications

Head of Centre Declaration of Intent

The adaptation process for vocational qualifications must be overseen and signed off by the Head of Centre.

In order for Skillsfirst to effectively monitor and quality assure adapted assessments, the Head of Centre is required to complete and return this declaration form, confirming whether you intend to adapt assessments or not.

Centre name:	
Centre number:	
Name of Head of Centre:	

	Please indicate whether you intend to adapt assessments (Yes or No)
We intend to adapt assessments for those Skillsfirst qualifications specified in the submission spreadsheet (accompanied with this declaration if applicable).	

If you intend to adapt assessments, the adaptations spread sheet must be returned with this declaration.

By submitting this declaration to Skillsfirst, as Head of Centre I confirm:

- I understand all adaptations must be agreed by Skillsfirst, prior to adaptations being carried out for **each** qualification
- I understand direct claim status will be revoked during this process for each qualification being adapted
- I understand we must inform Skillsfirst once the first adapted assessments are complete for each qualification, in order for a remote external quality assurance activity to be conducted
- Adaptations will be carried out for the qualifications outlined in the adaptation's submission spreadsheet, for learners due to complete a component / qualification between 1 August 2020 and 31 August 2021 only
- Where adaptations are being made, all reasonable steps will be taken to minimise the risks to the validity of the assessment and overall qualification
- Internal verification will be carried out on **all** adapted assessments to ensure the validity of the assessment and overall qualification
- We will notify Skillsfirst of all learners / qualifications that require an adapted assessment by submitting the adaptations submission spreadsheet by no later than 1 July 2021.

Please indicate the types of adaptations you intend to use (*please tick (or highlight) as appropriate*):

- Direct observation
- Professional discussion
- Guided discussion
- Question and answer
- Expert witness testimony
- Remote assessment
- Simulation
- Reflective account
- Knowledge-based written assessment

Head of Centre signature: _____

Date: _____

Job title: _____

APPENDIX 2

Expert Witness Testimony

Learner name: _____ Skillsfirst learner number: _____

Qualification title / level: _____

Expert witness name and signature	Job role	Professional relationship to learner	Unit(s) witnessed	Testimony (To include accounts of specific activities and, if possible, the dates and frequency of the activities)	Date

The learner's assessor must ensure that this record is fully completed by the end of the assessment process.

Assessor signature: _____ Date _____

Internal Verifier signature: _____ Date _____

APPENDIX 3

Adapted Assessment Record

This document should be used to record all adapted assessment decisions.

Learner name: _____ Skillsfirst learner number: _____

Assessor name: _____

Qualification title / level: _____

Unit (s)	Learning outcome(s)	Assessment criteria	What has been covered in the adapted assessment, including the learner's responses	Counter ref (if audio/video)

Unit (s)	Learning outcome(s)	Assessment criteria	What has been covered in the adapted assessment, including the learner's responses	Counter ref (if audio/video)

Adapted assessment decision and feedback to learner

The above is an accurate record of the adapted assessment decisions.

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal Verifier signature: _____ Date: _____