ASSESSMENT

The assessor's task is to work out whether a candidate has met each assessment criterion to an **adequate** standard at Level 3.   For each Learning Outcome (LO):

- The assessor decides whether each assessment criterion has been met to an adequate standard. (See below for an explanation of 'adequate'.) the assessor then decides whether the LO is Achieved or Referred.
- The assessor provides appropriate feedback but there is no need to comment on every characteristic. We are looking for
  - positive feedback for work that is exceptionally good.
  - constructive feedback where an assessment criterion must be referred for improvement.
  - constructive feedback where errors, omissions or misunderstandings have occurred but they are not significant enough to warrant a referral.

Adequate

Every assessment criterion must be met to an adequate standard but the work does not need to be perfect. Candidates for all forms of assessment are allowed some errors, omissions or misunderstandings.

Flexibility lies in the extent to which each assessment criterion is met. There may be some 'red traffic lights' or aspects of some assessment criteria that *must* be achieved. These occur where a key element of the evidence is missing or where an error, omission or misunderstanding suggests that the council may be at risk – falling foul of the law or an auditor for example. In measuring the **quality** or significance of errors, omissions and misunderstandings, the assessor considers whether it is sufficient to draw the candidate's attention to the problem in feedback without the need for the task to be referred for further work.

Decisions about the quality of errors, omissions and/or misunderstandings will, to some extent, be subjective. Assessors will discuss such decisions with the Internal QA Verifier whose task is to facilitate consistency in marking.

REFERRALS

The original position: A candidate can be referred at least once for all 30 learning outcomes (LOs). They can then be referred again after a second attempt when the referred unit is locked. Once unlocked (on payment of a fee), a candidate can have a third attempt or as many attempts as they need to pass. Candidates should pass all learning outcomes by a final deadline of 15 months; this is not a deadline for submitting referred work.

The multiple referrals policy: It has been agreed that candidates with multiple referrals need additional training. The revised policy is being assessed for practicability. The details are changing as the practice of managing multiple referrals develops.

Candidates are urged to seek help from a trainer or mentor if they are approaching any of the following:

- **More than 10 LOs with first referrals which then require a second attempt**: these are cumulative across all units and even if a first referral has subsequently been passed, it counts as one of the 10. Assessors alert SLCC if a significant number of first referrals causes concern and the SLCC encourages the candidate to seek additional help from a trainer or allocates them to a mentor.

- **More than 5 LOs with second referrals which then require a third attempt**: if a candidate has up to and including 5 second referrals, they can have a third attempt on payment of an unlocking fee of £10 per LO). In this case, and if required, they will be given two months from the date of unlocking to submit their third attempts.

- **Third referrals which require a fourth attempt** will not be permitted until a candidate has taken a break.

In the most serious cases, candidates may be required to take a break of at least three months without submitting further work so that they can seek more support from a trainer or mentor. After the break, these candidates pay a re-registration fee of £200-£250 to continue. Candidates must re-register within eighteen months of the letter notifying them that they must take a break. If they cannot pass CiLCA within one year of re-registering (extensions not permitted), their portfolio is permanently closed. They can take out a new registration allowing them to start again from scratch.

25th August 2020