

MPQC Level 3 Award in Workplace Training Course Presentation							
<b>Ofqual Reference Number</b>	600/6920/X				<b>Accreditation Start Date:</b>	<b>Accreditation End Date:</b>	<b>Certification End Date:</b>
<b>Qualification Level: 3</b>	<b>EQF Level: 4</b>	<b>Credits: 1</b>	<b>GLH: 7</b>	<b>TQT: 10</b>	01/11/2012	31/12/2021	31/12/2023
<b>Qualification Purpose:</b>	Primary Purpose - Confirm competence in an occupational role to the standards required Additional Purpose – To aid selection into a specific job role						
<b>Applicable National Occupational Standard(s):</b>	Former learning and Development Please see the NOS database for details <a href="https://www.ukstandards.org.uk/">https://www.ukstandards.org.uk/</a>						
<b>Qualification Summary:</b>	This qualification is aimed at those wishing to deliver training courses/sessions, who have no recognised training qualifications but will <b>not</b> be required to develop training materials or plans						
<b>Qualification Structure:</b>	Candidates must complete all assessment criteria in the single Mandatory Unit to achieve this qualification.						
<b>Pre-Entry Requirements:</b>	None						
<b>Exemptions:</b>	Where a previously completed unit has exactly the same reference number and the context of the activity is appropriate an exemption may be claimed following approval from the AO. RPL could be claimed where a unit may have been updated to show a different reference number, but the Candidate can demonstrate their competence is still current, relevant, reliable and sufficient. Refer to MP Awards' Exemption and RPL Policy for more details.						
<b>Language of Assessment:</b>	English						
<b>Progression Route:</b>	Candidates may undertake the MPQC Level 3 Certificate in Workplace Instruction and Coaching						

<b>Group A - Mandatory Units – Candidate <u>MUST</u> achieve all units</b>							
<b>Unit Title</b>	<b>Mandatory Unit (M)</b>	<b>Level</b>	<b>Credits</b>	<b>Ofqual Reference</b>	<b>MP Awards Reference</b>	<b>Guided Learning Hours</b>	<b>RPL</b>
Presenting a Workplace Vocational Training Course or Topic	M	3	1	K/504/4366	WT2R3	7	

**Centre Staff Requirements:****Assessors** and **Internal Verifiers** must:

1. Be **registered** and recognised **by an Approved Centre, registered and approved by MP Awards.**
2. Hold, or are working towards the appropriate qualification as listed in the table below:

Assessor	Internal Verifier
<ul style="list-style-type: none"> <li>• Level 3 Award in Assessing Competence in the Work Environment, or</li> <li>• Level 3 Certificate in Assessing Vocational Achievement, or</li> <li>• SQA Accredited L&amp;D 9DI Assess Workplace Competence Using Direct and Indirect Methods (SCQF Level 8), or</li> <li>• A1 Assess Learners Using a Range of Methods*, or</li> <li>• D32 and D33 Assess Learner Performance Using Differing Sources of Evidence*.</li> </ul>	<ul style="list-style-type: none"> <li>• Level 4 Award in the Internal Quality Assurance of the Assessment Process and Practice, or</li> <li>• Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Process and Practice, or</li> <li>• SQA Accredited L&amp;D 11 Internally Monitor and Maintain the Quality of Workplace Assessment (SCQF Level 8), or</li> <li>• V1 Conduct Internal Verification of the Assessment Process*, or</li> <li>• D34 Internally Verify the Assessment Process*.</li> </ul>

\*Holders of A1, D32 or D33 must:

- Assess to the revised National Occupational Standards (NOS) for Assessment;
- Show evidence of CPD to the revised NOS;
- Show evidence of having assessed within the last 18 months.

\*Holders of V1 or D34 must:

- Verify to the revised National Occupational Standards (NOS) for Internal Verification;
- Show evidence of CPD to the revised NOS;
- Show evidence of having internally verified within the last 18 months.

**Assessment Methods:**

**Must be assessed and quality assured in accordance with the MP Futures SSO Assessment Strategy and MP Awards evidence requirements.**

For this qualification all learning outcomes must be assessed using methods appropriate to the assessment of competence-based qualifications. There must be valid, authentic and sufficient evidence for all the assessment criteria. There is no requirement for each unit to be assessed separately. Indeed, Assessors are encouraged to adopt a holistic approach but it is essential that evidence for the assessment criteria in each unit is also identified individually.

The primary source of performance evidence will be from examining products of work produced by the Candidate supported by observation in the workplace, Candidate testimony and questioning/discussions, supported by other forms of evidence such as witness testimonies.

**Simulation is generally not allowed, exceptions to this will be indicated in the appropriate Assessment Strategy, these must be agreed prior to use with the External Verifier.**

**Minimum Performance Evidence Requirements:**

The competence of the Candidate must be demonstrated by sufficient, valid, current and authentic evidence of performance in the workplace, covering all assessment criteria, and must include a minimum of 2 observations of the Candidate presenting a workplace training course or topic by the Assessor. Courses must be of a minimum duration of one hour, it is acceptable to observe multiple courses delivered in the same day.

**Assessing Knowledge and Understanding:**

For this qualification all learning outcomes must be assessed using methods appropriate to the assessment of workplace knowledge. There must be valid, authentic and sufficient evidence for all of the assessment criteria. The examples in the list are not exhaustive.

**Holistic approach** is encouraged. Verbal/written questioning (recorded); Professional interview (recorded); Candidate statements

**Assessment System:** Whilst Approved Centres are free to develop their own assessment record system; MP Awards has developed a ready-made system for Centres to use which is available at no cost. However, Centres are advised to check with MP Awards when devising their own assessment system to ensure it meets the standards in full.

**Endorsements:**

None

**Fee Structure**

**Full Qualification and Unit registration fees which are inclusive of certification fees can be found on the approved price list, details are available on the website or by contacting MP Awards on 0115 972 6121**

**Review of Charges: Fees are reviewed annually and any changes notified to Approved Centres in October for implementation in January**