**qualifications**

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| **TSQF ASSESSMENT DOCUMENTATION** | ASSESSMENT PLAN |

Name of candidate Joe Bloggs  Candidate No: 1234

Name of Assessor: A Man

Core Skills  Legal Metrology  Animal Health

Higher Skills

*(HDCATS)*

Task reference: A  B  C  D  E  F

**Proposed methods of assessment**

|  |  |
| --- | --- |
| Examination of product (work-based evidence) |  |
| Assessor Observation |  |
| Witness Observation |  |
| Candidate Questioning |  |
| Projects and assignments |  |
| Witness Testimony |  |
| Prior achievement/ learning |  |

**Any variations from suggested task:** *(To be agreed with candidate, assessor and internal verifier*

No variations expected

Date of initial meeting: 04/01/11

Target date for first formal assessment: 31/01/11

Target date for completion and submission of evidence for this assessment: 31/05/11

Target date for completion of assessment of evidence and candidate feedback: 07/06/11

**Assessment Plan**, *including dates, locations and personnel required to perform specific tasks*:

Joe has completed a Checklist, and has identified a variety of work-based evidence which could be included in this portfolio.

We have agreed that as we need to ensure that all required activities are fully completed, we will identify an activity which Joe can gather work-based evidence for and then map the activity in to the relevant tasks.

It has been agreed that he will collect evidence of business advice and map these in to the tasks. He will also start to reference his evidence and complete his matrices. It is hoped that I will carry out my first assessment no later tha 31 January.

Further assessments will be dependent on my first assessment, however, Joe has already identiied work-based evidence which will meet criteria for all tasks, including dealing with consumer complaints, investigations, business visits/inspections. I have advised Joe to obtain a witness testimony from Janice (line-manager) which will support all tasks. I have also agreed to undertake a variety of observations (both in and out of the office) the first of which will take place on 21/01/11

**This assessment plan is agreed**:

Candidate Name (Print): Joe Bloggs

Candidate Signature:

Date: 04/01/11

Assessor Name (Print) A Man

Assessor Signature:

Date: 04/01/11

## ASSESSMENT DECISION

**Is the evidence:**

Valid

Authentic

Current

Reliable

Sufficient

I can confirm that the candidate has produced sufficient evidence, to demonstrate competence in all of the assessment criteria and knowledge and understanding, across the full range of the task(s) laid down and / or all required activities have been fully completed and evidenced in the portfolio.

Assessor Name (Print) A Man

Assessor Signature:

Date: 07/06/11

I can confirm that I agree with the assessment decision:

Internal Verifier Name (Print) Micheal Smith

Internal Verifier Signature:

Date: 07/06/11

**Amendments to Assessment Plan**

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|  | **Date** | **Changes to Plan** |
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