

Bright



Course Information Pack - Assessors

**Bright is the UK's leading NVQ Assessor and
Teacher Training Provider, Graded Level 1
(Excellent) and Accredited by the NCFE.**



**Celebrate
Your New Career**



Welcome to Bright;

JOIN ONE OF THE UK'S FASTEST GROWING SECTORS BY BECOMING AN ASSESSOR

Why assessing is a career choice of the future?

- Apprenticeships are growing fast, creating a demand for assessors
- Less people going to University creating a growth in people taking work-based qualifications
- Jobs opportunities in all sectors across the UK
- There are positions in Colleges, Universities, Training Companies and Agencies
- Assessors are required full and part time, freelance and permanent
- Use your existing skills to help train the next generation
- Earn up to £50,000 (FTE) per year
- Assessing makes a great 2nd job
- Flexible working hours
- A recession proof career

What you need to become an Assessor:

- Level 3 Certificate in Assessing Vocational Achievement
- A minimum of 2 years experience in your sector
- An NVQ or other qualification is an advantage
- A Ptlls qualification
- Good people skills
- Excellent communication skills
- Good organisational & time management skills
- To work on your own initiative

Want to Join this thriving sector?

Train with the UK's leading provider of Assessor, Verifier and Teaching Training

- No need to wait for enrolment dates
- Start within 4 working hours of registering
- Easy payment plan option with no credit check
- Complete your qualification online within 6-12 weeks
- We provide the candidates you need to qualify
- And a dedicated mentor to guide you through the course
- And a Reference once qualified
- All the help you need to get a job through www.newassessor.com

If you have any questions please do not hesitate to contact one of our friendly course advisors. If you would like to go ahead you can register over the phone or on our website and be on the way to your new career within 30 minutes.

Yours sincerely,
Krissy Charles-Jones, CEO and Founder of Bright





CONNECTING QUALITY EMPLOYERS WITH TALENTED PEOPLE

All Bright trainees receive a **FREE** Gold Membership to Bright New Assessor worth £250 which gives you exclusive access to our unique new website **www.newassessor.com** where you can;



- Search and apply for 000's jobs
- Enjoy exclusive access to jobs not advertised anywhere else
- Get work as a freelance assessor
- Access free templates and information to help you gain employment/contracts
- Create and personalise your own profile and upload your CV
- Enable your profile to be searched by potential employers

Other benefits include;

- A professional CV writing service & templates
- Interview advice
- Up to 60 hours free accredited CPD
- Regular industry newsletters so you are always up to date
- Discounts off Bright courses and employment workshops

If you would like to know more please contact Career Services on **08451 162585** or email **enquiries@newassessor.com**.



NEW Assessors Qualification Level 3 Certificate in Assessing Vocational Achievement (15 Credits)

What is the Level 3 Assessor Certificate?

This qualification replaced the A1 assessors award in Sept 2010. It is a nationally recognised and highly sought after qualification, which means you are qualified to assess others on their NVQ and on other qualifications in whatever subject you have experience in. The actual qualification is accredited by NCFE and gives you 15 Level 3 credits.

The Assessor qualification includes the following units:

- Unit 1- Understanding the principles and practices of assessment
- Unit 2- Assess occupational competence in the work environment
- Unit 3- Assess vocational skills, knowledge and understanding

You should complete all units to assess both knowledge and occupational skills. The qualification will enable you to assess a range of qualifications under the QCF including NVQ's, Apprenticeships and Functional Skills.

How is the training delivered?

Firstly you complete an online learning course (Moodle), consisting of 8 modules of virtual lessons, reading, questions and activities. Each module is different in length but takes between 1 to 3 hours. This enables you to get the underpinning knowledge you need before you can start assessing.

The new Assessors certificate qualifies you to assess a range of qualifications, not just NVQ's.

The topics covered on the Moodle are:

- Principles and requirements of assessing
- Supporting learners with special requirements
- Assessment methods
- Assessment planning
- How to involve others in assessment
- Making judgements and giving feedback
- How to make assessment decisions
- How to carry out assessments
- Policies, procedures and codes
- Record keeping and information management
- Quality Assurance

You are allocated a mentor who will support you throughout the course and be available to answer any questions. She/he will contact you within 48 hours of registering to introduce him/herself.

Once you have completed the Moodle and your mentor is happy that you are ready to assess, you will be allocated 2 real learners. You will visit them in their workplace with your mentor or assess them via Skype. During the assessment you will complete assessment planning, record keeping, observations and set your learners assignments, case studies and tests. You will then also give the learners feedback. You will learn how to correctly assess and support your candidates in the work environment.

What subjects can I assess?

You can assess any subjects that you are "competent" in. Competence is measured by your CV, so you can assess any areas you have work experience and/or qualifications in.

*"I thought the whole course was great,
I would absolutely recommend Bright.
My mentor was very knowledgeable
and supportive"*
Tara Dhillon, London

"My mentor was very good, understanding and patient. I would definitely recommend Bright"
James Brickley, Stafford

Can I use my own work place?

Yes you can, we have a flexible approach to learning so please call us to discuss this.

What else do I have to do?

You have to be observed/ listened to by your mentor giving feedback. This is done during one of your assessments. You will also complete a statement and standardisation activity. Your mentor will then help you to put your portfolio together which is then submitted for internal verification.

How long does it take?

The total Guided Learning Hours for the course is 84. This is made up of Moodle, practical visits as well as self study. The online learning takes approx 10 hours per week for 4 weeks and the length of the practical is approx 4 hours. The course length is 3 months. However you can complete it in 4-6 weeks fast track.

"I enjoyed the fact that Bright provided two excellent candidates for me to work with, both the candidates were really keen, enthusiastic and a pleasure to talk to"
Alla Stepura, Lecturer

Our flexible training approach is built around your needs

We offer a high level of flexibility in our training approach. You can qualify at your own pace and fit training around your existing job and lifestyle commitments. The online learning Moodle means you can learn at home or at work. Our dedicated assessors will always give you the best possible advice and support, and will only ever be a phone call away. You will also have access to other trainee assessors through the Moodle forum.

Why Assessing is a career choice of the future?

- Adult skills remain high on the political agenda through NVQ's and Apprenticeships
- There are over 1800 NVQ's in the UK and these are continuing to grow
- NVQ's cover 80% of occupations in the UK, so assessors are needed from a wide range of backgrounds.
- We are putting live job vacancies for assessors on our job board on a daily basis
- Job vacancies are for all types of assessing in all parts of the country
- Apprenticeships are growing fast, creating a demand for assessors



Nick Fullarton previously worked as an advisor for the job centre and qualified as an assessor with Bright in April 2011.

"I trained as an assessor because I wanted a rewarding career. Now working for Bright as a trainer on the back to work programme, I get to give something back!"

How much can I earn once qualified?

Once qualified most freelance assessors earn around £50K fte. Permanent positions pay around £20 to 30K per annum. Many of our assessors have also gained additional work such as consultancy and training services.



Combined Assessors and PTLLS Qualification Level 3 Certificate in Assessing Vocational Achievement (15 Credits) and PTLLS Level 3 (12 Credits)

What is the Level 3 Assessor Certificate?

This qualification replaced the A1 assessors award in Sept 2010. It is a nationally recognised and highly sought after qualification, which means you are qualified to assess others on their NVQ and on other qualifications in whatever subject you have experience in. The actual qualification is accredited by NCFE and gives you 15 Level 3 credits.

What is the Level 3 PTLLS Award?

PTLLS award is a nationally recognised qualification for anyone wishing to teach or train in the lifelong learning sector (non compulsory education). PTLLS is currently the industry benchmark and minimum requirement for people who want to work as trainers. It is a stepping stone to achieving the Certificate or Diploma in Teaching in the Lifelong Learning Sector (CTLLS and DTLLS) or PGCE. The actual qualification is accredited by NCFE and is called Level 3/4 award in Preparing to Teach in the Lifelong Learning Sector.

The Combined Assessor & PTLLS qualification includes the following units:

- Unit 1- Understanding the principles and practices of assessment
- Unit 2- Assess occupational competence in the work environment
- Unit 3- Assess vocational skills, knowledge and understanding

- Unit 4- Roles, Responsibilities and Relationships in Lifelong learning
- Unit 5- Facilitate learning and development in groups
- Unit 6- Facilitate learning and development to individuals

You should complete all units to assess both knowledge and occupational skills. The qualification will enable you to assess a range of qualifications and apprenticeships under the QCF. PTLLS enables you to deliver all training funded by the Skills Funding Agency including functional skills.

How is the training delivered?

Firstly you complete an online learning course (Moodle), consisting of virtual lessons, reading, questions and activities. This enables you to get the underpinning knowledge you need before you can start assessing and teaching.

The topics covered on the Moodle are:

- Principles and requirements of assessing
- Supporting learners with special requirements
- Assessment methods and planning
- How to involve others in assessment
- Making judgements and giving feedback
- How to make assessment decisions
- How to carry out assessments
- Policies, procedures and codes
- Record keeping and information management
- Quality Assurance
- The Role of the Teacher
- Responsibilities and Boundaries
- How to do Lesson Planning
- How to complete a Scheme of Work
- How to deliver inclusive and motivating learning

You are allocated a mentor who will support you throughout the course and be available to answer any questions. She/he will contact you within 48 hours of registering to introduce him/herself.

Once you have completed the Moodle and your mentor is happy that you are ready to assess, you will be allocated 2 real learners. During the assessment you will complete assessment planning, record keeping, observations and set assignments, case studies and tests. You will also give the learners feedback. You will learn how to correctly assess and support your candidates in the work environment.

Once you have completed the Moodle and completed all your assignments, you will also complete a micro teach. Your mentor will then help you put your portfolio together which is submitted for internal and external verification.

What is the micro teach?

This is held in locations across the UK on a monthly basis. Your mentor will arrange your micro teach. This involves presenting a 15 minute teaching session to your peers and mentor. Your peers will evaluate your micro teach and your mentor will carry out an assessment. You will then evaluate 3 of your peers teaching sessions.

What subjects can I assess?

You can assess any subjects that you are "competent" in. Competence is measured by your CV, so you can assess any areas you have work experience and/or qualifications in.

Can I use my own work place?

Yes you can, we have a flexible approach to learning so please call us to discuss this.

Our flexible training approach is built around your needs

We offer a high level of flexibility in our training approach. You can qualify at your own pace and fit training around your existing job and lifestyle commitments. The online learning Moodle means you can learn at home or at work. Our dedicated assessors will always give you the best possible advice and support, and will only ever be a phone call away. You will also have access to other trainee assessors through the Moodle forum.

How long does it take?

The total Guided Learning Hours for the course is 132. This is made up of Moodle, practical visits as well as self study. The online learning takes approx 10 hours per week for 6 weeks and the length of the practical is approx 4 hours. The course length is 3 months. However you can complete it in 4-6 weeks fast track.

How much can I earn once qualified?

Once qualified most freelance assessors earn around £50K fte. Permanent positions pay around £20 to 30K per annum. Many of our assessors have also gained additional work such as consultancy and training services.

Why Assessing is a career choice of the future

- Adult skills remain high on the political agenda through NVQ's and Apprenticeships
- There are over 1800 NVQ's in the UK and these are continuing to grow
- NVQ's cover 80% of occupations in the UK, so assessors are needed from a wide range of backgrounds.
- We are putting live job vacancies for assessors on our job board on a daily basis
- Job vacancies are for all types of assessing in all parts of the country
- Apprenticeships are growing fast, creating a demand for assessors



"I chose to train with Bright because they offered the candidates I needed to complete the course and the advice they offered was impartial and they really seemed to know what they were talking about".
Peter Stone, Tonbridge

**Train with
the Best!
"Small Business
of the
Year 2012".**





Verifiers Award Level 4 Certificate in Leading the Internal Quality Assurance of Assessment processes and practice (17 Credits)

About the course

The new level 4 Verifiers Certificate replaces the V1 Award and is a qualification for people who want to internally verify NVQ's and other qualifications, and work in quality assurance of assessment processes and practice.

The certificate enables you to quality assure assessment practice as well as lead a team of quality assurance staff such as other IV's and assessors.

Entry requirements

You must be aged 19 or over and have sound literacy and numeracy skills. It is a strong advantage if you have completed the Level 3 Certificate in Assessing Vocational Achievement (Assessors Award).

You also need to demonstrate competency in order to enrol for this course. Competency is assessed by having either work experience (minimum six months) in the subject area you want to verify or at least a qualification at level 4 and above in your subject area.

As part of the training, you will carry out real observations on assessors and manage their CPD. You will verify live candidates and give feedback as part of the process.



You will be allocated a personal mentor who will guide and support you throughout and is available at any time to call if you need help.

Our flexible training approach is built around your needs

We offer a high level of flexibility in our training approach. You can qualify at your own pace and fit training around your existing job and lifestyle commitments. The online learning Moodle means you can learn at home or at work. Our dedicated assessors will always give you the best possible advice and support, and will only ever be a phone call away. You will also have access to other trainee assessors through the Moodle forum.

How is the course delivered?

This course is delivered by blended learning including an online course and practical verification done from home. You do not need to travel anywhere and can enrol at any time.



Course Structure

The course consists of the following 3 units:

1. Understanding the principles and practices of internally assuring the quality of assessment (6 Credits)
2. Internally assure the quality of Assessment (6 Credits)
3. Plan, allocate and monitor work in own area of responsibility (5 Credits)

To complete the course you will carry out the following activities:

1. Online learning with a variety of activities including lessons, activities, reading and quizzes.
2. Theory assignments
3. Practical verification/Internal moderation of 4 candidates across 2 assessors. This will involve sampling portfolios using Bright's real assessors and candidates.
4. Give feedback to assessors
5. Practical allocation of work to assessors including writing sampling plans, records and strategies.
6. Monitoring work allocated to assessors and reviewing work plans. This will involve doing a telephone or Skype 1:1.
7. Having a professional discussion with your mentor.

How long does it take?

The total Guided Learning Hours for the course is 115. This is made up of Moodle, practical and theory assignments as well as self study.

The online learning takes approx 10 hours per week for 4 weeks and the length of the practical is approx 8 hours. The course length is 3 months but can be achieved in 6 weeks on fast track.

What can I do on completion?

Once qualified, you can work as an Internal Verifier in ANY subject area or go onto train as an External Verifier.

What are the potential earnings of an IV?

A qualified Internal Verifier can earn around £20-£25 per hour or £25-£35K per annum.

0845 116 2585



"The feedback is accurate, appropriate and clearly linked to identified learning outcomes"
NCFE External Moderator



0845 116 2585 www.brightassessing.com



Bright

BACK TO WORK

PROGRAMME

FUNDED NVQ ASSESSOR TRAINING

6 WEEK PROGRAMME OF BLENDED LEARNING

GUIDING YOU TO A BRIGHTER FUTURE

About the Bright Government Funded Assessors Course

What is the Bright Back to work programme?

- The Bright Back to Work Programme is a programme designed and delivered by Bright to enable people who are currently unemployed to become qualified assessors enter a career into assessing.
- The programme is fully funded by the Government through the Skills Funding Agency. The Skills Funding Agency is the government agency that controls and administers funding for training.
- It is a six week programme of blended learning including online and class based learning.

Who is eligible to do the Bright Back to Work Programme?

If you are unemployed and claiming certain benefits you may be eligible to receive full funding if you;

- Have at least 2 years work experience in any sector.
- Are not on any other Government funded training programme.
- You do not need to hold a professional qualification, although this is an advantage.

Contact the funding team on 08451162585 to see if you qualify.

Does doing the programme affect my benefits?

No doing the programme does not affect your benefits at all. You should notify your Job Centre advisor that you are doing the course because they may be able to provide financial help towards the cost of travelling to the training venue.

Is there anything I have to pay for?

The course is 100% funded so you will not be asked to make any contribution towards any aspect of the course. Most Job Centres have funding to help towards the cost of travelling to the training venue, you should speak to your JCP advisor.

Is the Back to Work Programme the same as the Bright online course?

No the course is not the same because it is not delivered online; it is delivered predominantly in the classroom.

Where is the course held?

The courses are held all over the country, to find out the next course near you, speak to our course advisors on:

0845 116 2585 and Press 1



"I thoroughly enjoyed the 'Back to Work' course, the delivery was interesting and engaging. The trainer is a model of professionalism and his enthusiasm for and knowledge of his subject area were clearly evident throughout"

Steve Trimmer, *Milton Keynes*



How do I register and how is it delivered?

- Call our advisors to register onto the course.
- We will then send you an email with your registration forms to complete and return electronically.
- You will then receive an email detailing the course venue and times.
- You will also receive log in details for the course online where you should can start to look at the course materials and speak to other students via our forums.
- You will complete practical assessing and complete written and practical assessments.

How can I get more information?

Please feel free to call our friendly course advisors for more information on funding and our courses. If you are not eligible for this funding, there may be other funding available.

**Train with
the Best!**
**"OUR JOB
SUCCESS RATE IS
CURRENTLY 97%".**

Professional and Career Development Loans Factsheet

What is a Professional and Career Development Loan?

- A professional and career development loan (PCDL) is a deferred repayment commercial bank loan that can be used to help pay for the costs of learning or training that enhances your job skills or employment and career prospects.
- A PCDL can be taken out for any amount between £300 and £10000 to help fund the cost of the course.
- The Skills Funding Agency, in partnership with participating banks administers the PCDL programme. There are currently only two banks participating in the programme, Barclays and the Co-operative Bank.
- Unlike other loans the skills funding agency will pay the interest on the loan to the bank on your behalf while you are studying and for one month afterwards.

What can the loan be used for?

A Professional and Career Development Loan can help to fund a wide range of courses lasting up to two years (or three years, if the course includes a year of work experience). The course doesn't necessarily have to lead to a qualification, but it must be one that will help with your career. You'll find detailed information in the application pack, but in general a Professional and Career Development Loan could be an option for:

- A postgraduate course, like a masters
- Technical or management training
- A professional qualification
- A course at your local college or learning provider
- An additional bachelors degree (if you're already a graduate)



What costs you can use a Professional and Career Development Loan to help with?

You can use a Professional and Career Development Loan to help with:

- Course fees (up to 80 per cent of the total - or up to 100 per cent if you've been unemployed for three months)
- Other course costs, like books, travel and childcare
- Living expenses, like rent, food and clothing (if you are unemployed or working less than 30 hours per week)

Who is eligible to apply for a loan?

- To apply for the loan you must be aged 18 years or over
- You must be 'settled' in the UK and have been resident in the UK for at least 3 years prior to the start of your learning programme
- You must be intending to work in the UK, European Union (EU) or European Economic Area when you have completed your learning programme.

Who is not eligible to apply for a loan?

You cannot use the loan for any of the following courses:

- A foundation or access course used as a step towards a degree course (however, a stand-alone foundation course that leads to employment in its own right would be eligible)
- The Graduate Diploma in Law (GDL, otherwise known as the Common Professional Examination or CPE) as this is a course that can lead to the Legal Practice Course (LPC) or Bar Vocational Course (BVC)
- Careers advice or help with job hunting
- The costs of running or starting up a business (for example, marketing or buying a franchise license)
- A course from a learning provider based in the European Union if an equivalent course is available in the UK

How do I apply for a loan?

To apply for the loan you go to a participating bank direct, with our Bright course information. You will also need to quote Bright's Learner Provider Number: which is 20866. This number must be quoted when making your application for a career development loan

Participating Banks are:



The **co-operative**

How much will I pay back?

The PCDL must be repaid to the bank in accordance with their terms and conditions

You'll need to agree the size of the loan with the bank before you apply. It's essential to be realistic, and not borrow more than you can afford to repay. The loan repayments aren't linked to your income like with a student loan for example.

When will I have to pay back the loan?

You must start repaying one month after your course has finished.

How can I get more information?

Please feel free to call our friendly course advisors for more information on career development loans and our courses.

Bright Learner Provider Number: 20866

This number must be quoted when making your application for a career development loan.



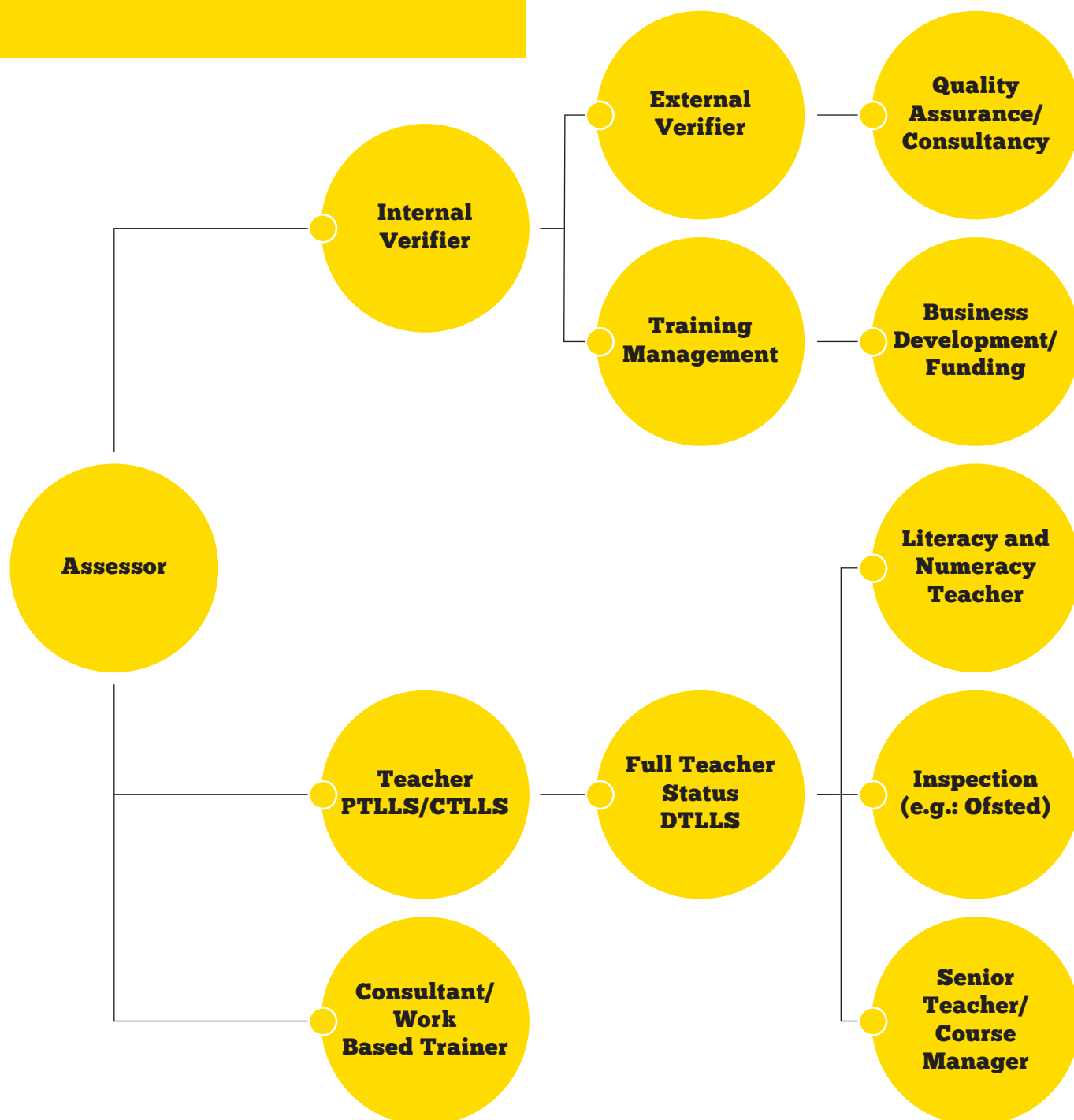
Bright



Assessor Career Path

For more information on the Bright
Assessor Career Path please call:

0845 116 2585





Case Studies

John Newton

Previous Occupation:

Retail Manager

Current Occupation:

Assessor - Retail

John has had over 14 years experience in retail management but always wanted to work in more of a teacher role so decided to take his assessor qualification. He chose to train with Bright because the course could be accessed online and they provided the learners to assess for the practical part of the course.

John found full time employment straight away with a large training provider in Yorkshire, the company offer apprenticeships to their learners instead of the standard NVQ's. He is able to assess a range of areas including Retail at levels 2&3, Customer service at levels 2 &3, Team leading at level 2, Business administration at levels 2&3, Management at level 3 and Warehousing at level 2. He is also able to assess key skills in application of number, communication, IT and BTEC knowledge. Due to his extensive retail experience the company have now made John their Retail Qualifications Champion as well!

John looks after about 60 learners at various levels on many different qualifications. John loves his new role and finds the work really interesting because "each day is different"! **The company have said John has taken to assessing really well, which he gives credit to what he learnt from Bright.**

Paul Abraham

Previous Occupation:

Unemployed Bricklayer

Current Occupation:

NVQ Assessor at Lincoln College

"Training to become an assessor with Bright was the best decision I made. If I hadn't I would still be unemployed"

When the construction industry was hit by the recession; Paul, a qualified brick layer found himself out of a job. He looked for work in bricklaying but remained unemployed for over 18 months. Paul decided to go into teaching as it was something he had always fancied. He found that doing the Assessors course was a great starting point.

"I decided to train with Bright as I wanted a course that could fit around my life and current commitments."

Paul completed the course within 3 months and before he even qualified he was offered a full time, permanent position as an NVQ assessor. He works for his local college as a vocational trainer where he teaches brickwork and plastering in a prison, because of his experience he now gets to teach his own workshops.

After Paul completed the Assessors course, it spurred him on to do the PTLLS and now he is currently doing his CTLLS and Cert Ed.



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6 WEEK PROGRAMME OF BLENDED LEARNING

GUIDING YOU TO A BRIGHTER FUTURE

NVQ Assessor Training

4 Arrow Court
Springfield Business Park
Adams Way
Arden Forest Industrial Estate
Alcester
Warwickshire B49 6PU

0845 116 2585

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New Assessor
0845 116 2585
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new Bright
assessor
Staffing and Career Services



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Bright NVQ Assessor & Verifier Group



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