

# IRRV Vocational Qualification – Simulation Policy

## Simulation policy 2016

In what circumstances may centres devise simulations for the RQF in Housing & Council Tax Benefits or Local Taxation?

Where possible, the use of simulations should be avoided. However there are occasions where simulations are the only method available to a candidate to show competency because they do not have the opportunity to undertake it in any other way.

In the administration of local taxation and associated benefits, most occupations generate natural opportunities for workplace evidence, though simulation is generally appropriate for activities associated with appearances in court.

Simulation may only be used for a maximum of 2 units across any of the Pathways.

## Planning of Simulations

All simulations should be planned, developed and documented in a way that ensures the simulation correctly reflects what the Learning Outcome/Assessment Criteria seek to assess. All simulations should follow these documented plans.

The documented plans should be agreed by the EQA prior to simulation being undertaken.

When considering using simulations centres must ensure:-

- The demands on the candidate during simulation are neither more nor less than they would be in a real work environment/situation

- Candidates should complete the required tasks to the Assessment Criteria and in the timescales that would normally be expected in real work

- Attention must be paid to relevant legal requirements; the realism of the setting and any associated equipment; workplace and customer relationships; and the pace and intensity of work-related activity (A realistic working environment is defined by an environment that replicates what is likely to happen when an individual is carrying out their normal duties and activities)

- Simulations are only used to supplement real work activities and should not be the only source of evidence used to indicate competence

- Where applicable computerised systems used in simulations should allow the candidate to fulfil the requirements of performance as specified in the RQF units

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The use of simulation will be monitored by the EQA to ensure that where simulations are used, they are based on an environment which reflects normal working practices and the particular Unit allows for simulation as not all units do.

If you have any queries please raise these with your EQA in the first instance who will liaise with the IRRV.