

Credit Accumulation Transfer Policy

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Background

It is recognised that qualifications should have a flexible approach to assessment to reflect the needs of the sector. The Housing and Council Tax Benefits and Local Taxation VQs have been developed very largely as qualifications based on workplace assessment using senior, appropriately qualified staff as assessors and internal verifiers and with evidence drawn from work activities and products.

Dissemination of the CAT policy

The guidance is made available to Awarding Organisations, VQ training and assessment managers/programme leaders and VQ candidates

Certificate of Unit Credit

IRRv will recognise certificates of unit credit issued by other awarding organisations where the units form part of accredited VQ.

Where a candidate registered with IRRv for the Housing and Council Tax Benefits, Local Taxation and Advice VQ, presents a relevant certificate of unit credit (or a copy thereof) issued by another awarding organisation, IRRv will check the validity of the certificate with the appropriate awarding organisation, and, once clearance is obtained, enter the unit or units as achieved on the candidate's database record. The candidate will be informed that he or she has been credited with the unit or units for the purpose of Housing and Council Tax Benefits, Local Taxation and Advice VQs.

Progress from a Level 2 unit to a Level 3 unit

There is no direct CAT from Level 2 to Level 3. The levels refer to the level of responsibility and autonomy an individual has in their work role, therefore it is expected that candidates will have moved into a role with more responsibility if they progress from Level 2 to Level 3.

What evidence, if any, can be carried forward from a Level 2 unit to a Level 3 unit?

If a candidate has undertaken a level 2 unit and s/he wants to use the same evidence for the level 3 unit then the use of a Professional Discussion and supporting evidence to bring it up to level 3 is acceptable. It is a role of the assessor to review the evidence and make a judgement that it meets the required standard. Supporting evidence has to derive from work products. The evidence produced by the candidate at level 2 should act as a platform for level 3 achievement.

Providing evidence of Credit transfer through certification (see CAT Mapping Pro forma)

Learners will need to provide evidence, which shows that they have covered the requirements of the unit(s), or part(s) of a unit(s). This will usually take the form of an authorized certificate. The pro forma below must be used to verify the evidence.

Conditions that must apply when transferring a unit to the IRRv Awarding Body:

The Unit number must match a unit contained in the VQ that the candidate is currently undertaking.

The Unit being transferred must be verified by the assigning Awarding Organisation