

CANDIDATE SVQ INDUCTION CHECKLIST

The inducting assessor is to ensure each topic is sufficiently explained and must return all induction documentation to ARC Scotland following the induction

It is the candidate's responsibility to ensure they fully understand the information given – then sign and date this form to confirm all has been covered.

SUBJECT	CANDIDATE TICK
What is a vocational qualification	
There are no exams	
I will be assessed against national standards, not other workers	
Additional assessment requirements – explained and form completed	
Who is who in the assessment process – Assessor, Candidate, Expert Witness and Verifier's	
Roles and responsibilities and commitment of each person in the assessment process	
My assessor will provide guidance, help me to plan for assessment, support me to produce evidence, observe me in my workplace and give me constructive feedback on assessments	
I will maintain contact, attend meetings booked with my assessor, produce evidence of my competence and understanding as planned with my assessor	
Environments in which candidate/assessor meetings will take place – risk assessment requirements for Care at Home & Housing Support	
I will maintain my portfolio in good condition and in the order as directed by my assessor	
I will submit my portfolio when requested by the centre with all contents presented as directed by my assessor	
I will take responsibility for arranging collection or return of my portfolio after receiving confirmation of achievement.	
How competence will be assessed – different assessment methods	
Types of evidence permitted	
The Use of Prior Achievements (If used must be documented on Assessment Plans)	
Timescales and deadlines – what to expect	
The importance of planning and of retaining plans and feedback in the portfolio	
What is meant by holistic assessment – from the outset	

Continued overleaf

ARC Scotland's quarterly progress reports to my organisation	
ARC Scotland's cancellation policy	

I have read signed and agree to comply with the following policies and procedures that have been provided by the assessor:

Plagiarism policy	
Malpractice Policy	
Data protection policy	
Complaints policy	
Appeal against an assessment decision procedure	
Cancellation policy	
Equal Opportunities Policy	
Candidates requiring additional support	

CANDIDATE	ASSESSOR	Date:
Print	Print	
Sign	Sign	

