

### **Candidate Roles and Responsibilities:**

Candidates have a vital role of self-responsibility in gaining their NVQ. Both the OCR (awarding body) and Longden Ltd place a strong emphasis on the role of the Candidate in the assessment process at all levels of the award.

All candidates should be encouraged to take ownership of the process of evidence collection and to actively seek assessment opportunities. Candidates should claim competence by discussing the accumulated evidence to be judged, with their Assessor.

OCR operates a policy of equal opportunities and open access to all its qualifications. The Longden OCR Centre approval criteria also requires Longden to operate an equal opportunities policy which is covered within the induction process.

The NVQ full award is made up of Units of Competence. It is Longden's Policy to encourage candidates to work towards achievement of the full award, however where this is not possible or practical (e.g. TDLB units), individual unit accreditation and certification can be requested via the candidate's assessor.

- The Candidate's role will include:
- Negotiating an individual training and assessment programme with the Assessor
- Identifying prior achievement and sources of evidence of that achievement
- Negotiating learning opportunities on or off the job
- Identifying opportunities for observed assessment with the Assessor
- Collecting evidence of competence and identifying what is valid and sufficient
- Making an initial judgment of the evidence against the standards
- Reviewing progress with the Assessor and acting on identified points for development
- Taking responsibility for completion of assessment plan records and documentation
- Be available to discuss progress and review with the Internal and External Verifiers

