

ASSESSMENT POLICY FOR STAGE 4 ASSESSMENTS

During 2019 the BHS has revamped the Stage 4 qualifications based on industry feedback. The Stage 4 Skills Record has become an important part of that new qualification and consists of a series of signed off sections ie

- Ready for Assessment, and
- Trainer Endorsement

which will affect the way that assessments are carried out.

Trainers need to be qualified at Stage 5 in order to sign off Stage 4 Skills Records and must have completed a training event with the BHS

Ready for Assessment

The Stage 4 trainers will sign to say that the candidate has been trained for a particular learning outcome and is ready to receive their summative assessment at an Assessment Day.

Trainer Endorsement

The Stage 4 trainer is stating that they have assessed the learner in all of the assessment criteria signed off and that they are at Stage 4 level.

Learning outcomes covered by Trainer Endorsements will be tested via a Viva on the assessment day. A Viva is an assessment whereby a student answers questions in speech rather than writing. The candidate will be tested on one Assessment Criteria only per Learning Outcome. The BHS Education Admin team will identify which Assessment Criteria is to be covered and answered on the Assessment Day and forward that to the Lead Assessor prior to the assessment day.

If a candidate fails a Viva then they will be retested at a later date by a Professional Discussion (usually by a video call), arranged by the team. This Professional Discussion will include any other vivas signed off by the same trainer for the unit being assessed. At this re-test they will be assessed on **all** Assessment Criteria relating to all learning outcomes signed off by the trainer in question for that unit.

Skills Records

Candidates need to provide signed off Skills Records on the day of the assessment in order to have a Viva carried out on the appropriate Learning Outcomes. If a signed off Skills Record is not present then the candidates will not be assessed via Viva on any Trainer Endorsed learning outcome

From January 2020 if a candidate turns up to an assessment day without a signed off Skills Record they will not be able to undertake any of the assessment.