



Assessing Learning – Workbook

Assessing Scout Shows

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Who is this workbook for?

This workbook is aimed at Scout Show Assessors who assess Scout Shows for National Recognition.

Using the workbook

The workbook is a method of completing the learning necessary for Module 25 *Assessing Learning (Scout Shows)*.

While using the workbook you will see a number of terms:

Exercise – this is an exercise for you to complete.

Example – this is an example for you to study and relate back to either the text or an exercise.

What does the module cover?

This module comprises the following elements:

1. Some reading of various documents.
2. Questions to complete so that you can submit the answers to your Training Adviser.
3. Consideration of some scenarios.
4. Some practical work to undertake.
5. A review of the practical work.
6. Discussions with your Training Adviser.
7. The validation for the module.

The module helps ensure that you have the skills to assess Scout Shows in order that they can gain National Recognition encouraging a high standard of shows both for the young people taking part and for members of the audience. For that reason, we would like to start by thanking you for showing an interest in assessing Scout Shows.

The following information should help clarify a few key points.

- The Scout Association's Adult Training Scheme comprises a wide range of modules. Each adult undertakes those modules appropriate to their role.
- A range of training options is available for each module. At the end of the training the adult is then required to complete validation. The purpose of this is to assess whether they have understood the learning and are able to put it into practice.
- If an adult has all the learning that they require, then they only need to complete the validation.
- An adult's training is complete (apart from annual ongoing learning) when they have successfully completed the validation for all the modules required for their role.
- Each adult works with a Training Adviser who will help them plan, support them while they are training and conduct validation.

Where should I begin?

To ensure you do not repeat a lot of material, it is recommended that this module is completed after you have finished, or are at least working on, modules 2, 5 and 9. These cover the fundamentals of Scouting, your own Personal Learning Plan and working with other adults.

How you progress through the workbook is your choice. The work is divided into three main sections: understanding, planning and validation. You should complete all sections.

How is this module validated?

The validation for Scout Show Assessors focuses on understanding of the National Recognition Scheme and the practical aspects of assessing Scout Shows. You must assess two Scout Shows and complete this workbook including the final validation section.

25 Assessing Learning Workbook

Aim

To provide the knowledge, skills and attitudes necessary to effectively assess Scout Shows.

Key Objectives

There are five overall objectives for this module:

1. Plan to meet your own training and development needs.
2. Demonstrate acceptance of the Purpose, Principle and Method of The Scout Association.
3. Describe the Scout Show National Recognition Scheme and your role within it.
4. Attend and assess Scout Shows.
5. Provide positive and constructive feedback.

Please discuss the objectives with your Training Adviser if you have any questions.

Section one: Understanding

Section one is designed to brief you on the details of the Scout Show recognition Scheme and the role of Scout Show Assessors. It comprises some reading, some questions and exercises and should be completed by all Scout Show Assessors.

Exercise 1

Read the factsheets *Scout Show Recognition Scheme* and *The Role of the Scout Show Assessor*, which are included at the end of this workbook.

Exercise 2

Answer these questions by writing your answers in the space provided.

Describe the process of Scout Show Recognition.

Describe the role and key functions of a Scout Show Assessor.

What are the minimum requirements of a person who wishes to become a Scout Show Assessor?

Exercise 3

Please list in the table below the knowledge, skills and qualities you think a Scout Show Assessor needs to carry out their role

Knowledge	Skills	Qualities

Please compare your lists with those in Appendix one of this workbook.

Exercise 4

Read the factsheet *Assessment Criteria for Scout Show Recognition*, which is included at the end of this workbook. Use the resource, as well as knowledge gained from the other factsheets listed above, to answer the following questions:

How do the minimum standards and further indicators described in the above document relate to whether a Scout Show gains National Recognition?

What are the areas of a performance which are assessed for National Recognition?

Describe what action you would take having identified areas for possible further improvement as described in the Assessment Criteria.

What general characteristics go to making up a successful Scout Show?

Exercise 5

Read the factsheet *Commissioner Guidelines for Scout Shows*, included at the end of this workbook.

Exercise 6

There are certain requirements, detailed in the above factsheet, which must be met before a Scout Show can go ahead.

What is the most important difference between the minimum standards for putting on a Scout Show and the minimum standards for gaining National Recognition.

You have now completed section one.

Section two: Practice

Section two is designed to help you practice the processes and skills concerned with being a Scout Show Assessor. It comprises some practical exercises, consideration of some scenarios and answering some questions.

To complete this section you will need to attend two Scout Shows. These could be Gang Shows or any other type of Scout Show. You must carry out assessments of these two shows. These assessments should be carried out in the normal way as described in the factsheet *Assessment Criteria for Scout Show Recognition* and Scout Show Assessment Report sheets should be filled out.

Exercise 8

To help you prepare for your role, please consider the following questions. During the validation process, your Training Adviser will ask for your responses.

1. What relation do Scout Shows bear to the values of Scouting?
2. What are the main purposes of the National Recognition of Scout Shows?
3. What are the most important things to remember when carrying out Scout Show Assessments?

Exercise 9

Choose one of the two Scout Shows you have assessed, or are assessing, for this module to refer to in your answers for this exercise.

Start by describing, in the space below, some of the main features of your chosen Scout Show.

What were the best aspects of the Show?

What aspects could be most improved in future shows?

Were the needs of both the young people involved and the audience taken into due consideration?

Exercise 10

Describe what you did during the assessment of the above Scout Show, what you learned and what you will do differently next time.

What I did.

What I learned.

What I will do differently next time.

You may now wish to review your first assessment of a Scout Show with your Training Adviser before going on to carry out your second assessment.

Exercise 11

This exercise presents you with a range of scenarios. How would you deal with the following situations?

Please write your thoughts below.

You have been asked to assess a Scout Show which you feel does not meet the minimum standards required for the Show to go ahead as described in the factsheet *Commissioner Guidelines for Scout Shows*.

You believe that a member of the production team, a parent, or anyone else has tried to influence your assessment unfairly.

Exercise 12

After having made your assessment of a Scout Show, you have to make your recommendation as to whether National Recognition ought to be given.

Please describe the process by which this takes place.

What written evidence is needed?

How do you provide positive and constructive feedback to the organisers of the Scout Show?

Exercise 13

Identify where you can get support in your role.

Please describe where you would go for support.

Section three: Validation

The final stage is to complete the validation exercises.

The factsheet *Validation processes and guidelines* can be found at the back of this workbook.

Your Training Adviser will brief you on the validation exercises.

Thank you for completing this module. Your role as a Scout Show Assessor will allow shows to gain National Recognition, as well as ensuring high standards for audiences and those taking part.

Appendix one

Knowledge, skills and qualities of a Scout Show Assessor

A Scout Show Assessor:

- believes in Scouting's values
- understands the Scout Show Recognition Scheme and its requirements
- is supportive of those performing in and supporting Scout Shows
- cares about the quality of Scout Shows
- is well organised
- is able to accurately document the qualities of Scout Shows
- has good observation skills
- encourages others
- is able to weigh up evidence against requirements
- gives constructive feedback to develop Scout Shows
- records and plans assessments accurately
- reports assessments accurately
- is reliable and consistent

Appendix two

Other useful publications

You may find the following factsheets to be of use:

- FS120162 Scout Shows – the Legal Aspects
- FS120266 Lighting for Scout Shows
- FS120267 Costuming a Scout Show
- FS120268 Sound for Scout Shows

Scout Show Recognition Scheme



Item Code FS120163 Oct/04 Edition no 5

0845 300 1818

This is one of a set of factsheets on Scout Shows and the National Recognition scheme. It explains what the Scout Show Recognition Scheme is and how it works.

Scout Shows form an invaluable learning tool for young people, and can also provide a shop window for Scouting to the public. To encourage high standards of performance for this public face of Scouting a National Recognition Scheme is run to recognise high quality shows.

Any Scouting show, as long as it is performed by and aimed at developing young people, and is performed to the public, is eligible for National Recognition.

Application for Assessment

A show wishing to receive National Recognition should apply to their Commissioner (County Commissioner for County shows, District Commissioner for District and Group shows) using the form attached to this factsheet or similar, at least a month before the show, but ideally at the initial planning stages. If the Commissioner is happy that all the minimum standards are reached (see factsheet FS120269 Commissioner Guidelines for Scout Shows) then they will arrange with you for a County Scout Show Assessor to attend the show to assess the delivery of the creative elements of the show. Full details of what the Assessor will be looking at are contained in factsheet FS120270 Assessment Criteria for Scout Show Recognition.

Presentation of National Recognition

The County Scout Show Assessor will pass a report and recommendation on the show to the

Commissioner. If the recommendation is that the show is at the standard required for National Recognition, then the Commissioner can officially grant Recognition to the show. The Assessor's report on the show will also be passed on to the show to help further development of standards in further years.

Recognition will be granted for a fixed period of time (maximum of five years), although ceases on the change of production team. The period will be decided by the Commissioner based on discussion with the Assessor. At the end of this period, if the show wishes to continue as a Recognised show they will need to apply for and be assessed for National Recognition again.

Celebration of National Recognition

Gaining National Recognition allows a show to call themselves 'Nationally Recognised' in their programme, posters, advertising etc.

Each participant should be given the opportunity to celebrate their taking part in a Nationally Recognised Scout Show for the year(s) that they have taken part. This can take various forms from celebration parties to special Occasional Badges (see POR 10.33).

- **Gang Shows**

The most traditional form of Scout Shows is the Gang Show. This is a fast moving revue show that was initiated by Ralph Reader CBE in 1932, and remains popular today. Traditionally Gang Shows have celebrated National Recognition through the wearing of red scarves with the Gang Show emblem embroidered on the back. This was the scarf that the cast of the original London Gang Show used to wear.

The Scout Information Centre

Gilwell Park Chingford London E4 7QW Tel + 44 (0)20 8433 7100 Fax + 44 (0)20 8433 7103 email info.centre@scout.org.uk www.scoutbase.org.uk

Application for Scout Show National Recognition



When this form is completed it should be forwarded to your County Commissioner for County shows, or District Commissioner for District or Group shows, who will arrange for an Assessor to visit.

Name of Show	
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Name of Group, District or County of Show	
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Type of Show	
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Show Dates	
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Show Venue and Address	
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Name of Show Contact	
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Contact Details of Show Contact	
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Signed		Date	
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Note to Commissioners: More details of your role within the Scout Show National Recognition Scheme can be found in the factsheet FS120269 Commissioner Guidelines for Scout Shows.

The Role of the Scout Show Assessor



Item Code FS120271 Oct/04 Edition no 1

0845 300 1818

This is one of a set of factsheets on Scout Shows and the National Recognition scheme. It explains the role of the Scout Show Assessor, together with the skills and training required to do the job.

The procedure for managing the assessment process itself is set out in the factsheet *Scout Show Recognition Scheme* (FS120163).

Overview of the National Recognition Scheme

Scout Shows are a valuable tool both in developing young people and in promoting Scouting to the public. The National Recognition scheme was introduced to encourage a high standard of shows within Scouting both for the young people taking part and for members of the public in the audience.

National Recognition is awarded by the District Commissioner (or County Commissioner for County Shows) on a recommendation from a Scout Show Assessor based on the delivery of the creative elements of the show. It is given until a set date at which point a show will need a further assessment before it receives National Recognition again.

The Scout Show Assessor

All Counties will need to appoint one or a number of Scout Show Assessors. Their key role will be to assess any type of Scout Show, where the show has requested to their Commissioner that they would like to be assessed for National Recognition, to see whether the delivery of the creative elements is to the standard required.

As a minimum to become an Assessor a person must:

- Be at least an Associate Member of the Movement.
- Have completed a modified version of module 25 of the Adult Training Scheme, which can be validated through assessing two shows for recognition

A special word version of the module 25 workbook aimed specifically at Scout Show Assessors is available to download from ScoutBase UK or from the Information Centre.

- Have experience in a key personnel role of a Scout Show production.

An Assessor must not assess a show they are currently involved in, and good practise would say that they shouldn't assess a show they have had recent involvement in.

The Assessment

The assessment for National Recognition should not be seen as a test or trial, but an opportunity to help the show develop and improve, and as a way of rewarding and celebrating achievement.

It is recommended that shows should not know when they are being assessed due to the extra pressures this can place on show members, which can lead to a deterioration in performance levels.

Assessors should be flexible in conducting assessments. They should recognise that shows can be run successfully in many different styles and different formats. Just because a show chooses a different style or format to that which the Assessor would have chosen does not make it a bad show.

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The purpose of an assessment by a Scout Show Assessor is to look at the creative elements of the show as defined in the factsheet FS120270 Assessment Criteria for Scout Show Recognition.

Recommending National Recognition

Having visited the show the Scout Show Assessor should pass their recommendation, as to whether the show should receive National Recognition, on to the County Commissioner (for County shows) or District Commissioner (for District and Group shows). It is the Commissioner who then makes the final decision and awards the show National Recognition if they have been successful.

Along with the recommendation it is useful if the Assessor can provide brief notes on the show, what went well, what can be improved on, how they can develop etc, to the Commissioner. These can be used to aid future development in discussions between the Commissioner and Show Chairperson / management team.

Assessment Criteria for Scout Show Recognition



Item Code FS120270 Oct/04 Edition no 1

0845 300 1818

This is one of a set of factsheets on Scout Shows and the National Recognition scheme. It explains the criteria that a show should be assessed against when it applies for National Recognition.

The procedure for managing the assessment process itself is set out in the factsheet *Scout Show Recognition Scheme* (FS120163).

Assessment for National Recognition covers only the creative elements of performance and production. Below is a list of the areas of a show that need assessing. For each area the minimum

standard required to be acceptable for National Recognition is detailed, as are ideas of indicators to a top quality show to give ideas for further improvement.

To be recommended for National Recognition, shows have to reach the minimum standard for all applicable areas.

A sample blank form for feeding back comments to the shows is attached to the back of this factsheet.

Area	Minimum Standard Required for National Recognition	Further Indicators or Discussions for Improvement
Front of House	<ul style="list-style-type: none"> ▪ Smart and polite staff ▪ Scouting uniforms being worn 	<ul style="list-style-type: none"> ▪ Quality displays and details of local Scouting
Venue	<ul style="list-style-type: none"> ▪ Suitable for the production ▪ Suitable changing facilities 	<ul style="list-style-type: none"> ▪ Takes advantage of all the facilities the venue has to offer ▪ Unimpeded views for all audience members
Printed Programme	<ul style="list-style-type: none"> ▪ Easy to read ▪ Useful and applicable content 	<ul style="list-style-type: none"> ▪ Use of colour ▪ Good use of photos and graphics ▪ Include information on local Scouting
Musical Accompaniment	<ul style="list-style-type: none"> ▪ Competent musicians ▪ Doesn't overpower those on stage ▪ Add to the show rather than distract from it 	<ul style="list-style-type: none"> ▪ Use of a variety of instruments ▪ Appropriate and effective arrangements ▪ Attention to openings, links and endings
Sound	<ul style="list-style-type: none"> ▪ Voices from all parts of the stage can be heard ▪ Sound effects are appropriate and of good quality 	<ul style="list-style-type: none"> ▪ Projection of voices ▪ Sound and music doesn't overpower voices on stage ▪ Use of microphones
Lighting	<ul style="list-style-type: none"> ▪ Performers and their faces visible ▪ Changes smooth and unobtrusive 	<ul style="list-style-type: none"> ▪ Various lighting effects used to enhance the show ▪ Variation in lighting effects

Area	Minimum Standard Required for National Recognition	Further Indicators or Discussions for Improvement
Cast	<ul style="list-style-type: none"> ▪ Use made of young people and show not taken over by Leaders ▪ Good cast discipline ▪ Cast smiling (at appropriate times) 	<ul style="list-style-type: none"> ▪ Lead roles and solos shared out between the cast
Singing	<ul style="list-style-type: none"> ▪ Singers in time and in tune ▪ Words to the songs could be heard 	<ul style="list-style-type: none"> ▪ Use of harmonies and counter melodies ▪ Expression and feeling in the singing
Movement	<ul style="list-style-type: none"> ▪ Any dancing in time and together ▪ Movement around the stage is managed and unobtrusive 	<ul style="list-style-type: none"> ▪ Variety of movement ▪ Specialist dance rather than general movement where applicable
Stage Management	<ul style="list-style-type: none"> ▪ Scene changes are slick and unobtrusive ▪ Performers and props at the right place at the right time 	<ul style="list-style-type: none"> ▪ Stage doesn't appear crowded with performers at any point
Wardrobe	<ul style="list-style-type: none"> ▪ Costumes are appropriate to the scene ▪ Costumes are fitting and tidy ▪ Uniform is smart and correct 	<ul style="list-style-type: none"> ▪ Colour is well balanced ▪ Attention to small details in the costumes
Make Up	<ul style="list-style-type: none"> ▪ Faces look natural ▪ Unobtrusive use of make up 	<ul style="list-style-type: none"> ▪ Character make up used
Scenery and Props	<ul style="list-style-type: none"> ▪ Scenery and props are appropriate to the scene 	<ul style="list-style-type: none"> ▪ Variety through rostra, flats etc.
Overall Performance	<ul style="list-style-type: none"> ▪ Good audience reaction ▪ Well balanced and put together ▪ Slick and good continuity 	<ul style="list-style-type: none"> ▪ Audience still enthused at the end of the performance

Scout Show Assessment Report



Name of Show		Date	
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Front of House	
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Venue	
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Printed Programme	
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Musical Accompaniment	
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Sound	
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Lighting

Cast

Singing

Movement

Stage Management

Wardrobe

Make Up

Scenery and Props

Overall Performance

Overall Comments and Recommendation

Assessor	
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When this form is complete, please return it to the County Commissioner for County shows or District Commissioner for District or Group shows.

Commissioner Use:

Recognition Granted or Denied		For a period of	
Signed		Date	

Commissioner Guidelines for Scout Shows



Item Code FS120269 Oct/04 Edition no 1

0845 300 1818

This is one of a set of factsheets on Scout Shows. It gives guidance for District Commissioners (and County Commissioners for County shows) and what their responsibilities are, and also explains their role within the National Recognition scheme should a show wish to gain this standard.

Minimum Standards

As with all activities within your District (or County), your approval is required before a show can take place. The minimum standards listed below are designed as guidelines to help decide whether approval for the show should be given. **They are nothing to do with the recognition scheme, except that if minimum standards are not reached the show will not be able to go ahead and can therefore not apply for recognition.**

- A person should be formally and specifically appointed by the Appointments sub-Committee to manage the overall show (i.e. the production team, business management team and focus on the development of young people). They are referred to in the rest of this factsheet as the 'Show Chairperson'.

You can then work with the Show Chairperson to ensure the following minimum standards.

- Agree the objectives on which the Show will be reviewed on (e.g. increasing youth participation, development of young people to take-over key roles, promotion and material to attract the broader community).
- Ensure that content and material is suitable for the young people involved and also the audience that will be attending.

- Ensure that young people participate as part of the balanced programme within Scouting, and that the time commitment for the show is not such that this is not possible for them.
- Ensure that the show is about young people and is not dominated by adults, either through numbers or through the main performance parts.
- Agree on the key personnel (Producer, Director, Choreographer, trainers/instructors).
- Ensure that key personnel are (or made) at least Associate Members of the Movement and encouraged to undertake Module 1 of the Adult Training Scheme.
- Ensure that all adults working with the young people at any stage of the show are aware of The Association's Child Protection Policy and have completed the required checks.
- Ensure that all legal aspects of public performances are adhered to. (Factsheet FS120162 'Scout Shows - The Legal Aspects' can help with this.)
- Ensure that a business plan is submitted to, and agreed by, the Finance Sub-Committee before any financial commitments are made, and that the show is financially self-sufficient and will not drain the finances of the Group, District or County if they make a financial loss.
- Ensure that there is formal agreement from the relevant Commissioner in GirlGuiding UK, where their Members are involved.
- Conduct a review after each season of Shows.
- Agree the specific and relevant actions required to meet the Key Policies of the Scout Association as set out in POR.

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National Recognition

Shows, if they wish, may apply to become Nationally Recognised. This is a locally managed scheme set up to encourage shows to produce as high a standard of performance as possible, both to develop the young people involved, and to produce a quality shop window for Scouting to members of the public in the audience.

Attaining National Recognition comprises two elements:

- 1 Meeting the minimum standards set out above. **This is a requirement of all shows before they get approval to go ahead whether they apply for National Recognition or not.**
- 2 An assessment of the delivery of the creative elements of the show that will be conducted by a Scout Show Assessor appointed by the County.

If a show wishes to be assessed for National Recognition, once you are satisfied that they meet all of the minimum requirements, you will need to contact the Assessor and discuss when the assessment will take place and when it will be completed. If no Assessor is available in your County you should see if any Counties nearby could help out. In the rare circumstances where this still does not produce an Assessor you should contact the Activities Office at Gilwell Park who may be able to allocate an Assessor via the National Activity Adviser for Scout Shows, given sufficient advance notice.

The Assessor after watching the show will send a recommendation on the award of National Recognition, based on the national assessment criteria, to you. It is then for you to decide on and make the actual award to the show based on the recommendation from the Assessor.

Where National Recognition is newly granted or re-assessed, it is recommended that the award is announced at the show, or at a gathering soon after.

The Scout Show Assessor

The County will need to appoint one, or possibly more Scout Show Assessors. This is a specific appointment of the County Appointments sub-

Committee. As a minimum to become an Assessor a person must:

- Be at least an Associate Member of the Movement.
- Have completed a modified version of module 25 of the Adult Training Scheme, which can be validated through assessing two shows for recognition

A special word version of the module 25 workbook aimed specifically at Scout Show Assessors is available to download from ScoutBase UK or from the Information Centre.

- Have experience in a key personnel role of a Scout Show production.

An Assessor must not assess a show they are currently involved in, and good practise would say that they shouldn't assess a show they have had recent involvement in.

Formal Review

National Recognition lasts for a set time period, set by yourself in discussion with the Show Assessor and the Show Chairperson. This should be no longer than five years or at the time of a change in the production team if earlier. Once this review date has been reached a show requires a further assessment before it receives National Recognition again.



The purpose of validation

The Scout Association aims to ensure that adults are able to meet a high standard in their role. However the training it provides is only one piece of the jigsaw. All the training does is help adults learn the knowledge, skills and attitudes they need to carry out their role. The adults themselves have to put that learning into practice, perhaps with support and feedback from a line manager or Training Adviser. The next piece of the jigsaw is to assess whether or not the adult is actually using the learning to the standard required. In Scouting we call this process validation.

The process of validation involves comparing what the adult does against a set requirement and deciding whether their performance matches the requirement. Based upon the validation decision, further plans can then be made to develop or manage the adult.

The validation process

Validation processes commonly involve the following stages:

1 Identify and interpret the standard

Both the Training Adviser and the learner must understand what the standard requires. In some validation processes the learner and Training Adviser meet before the validation to ensure the learner has the same understanding as the Training Adviser. In others, a Trainer briefs the learner and the Training Adviser remains at an objective distance. The choice of method will depend on the nature of the module and of the method of validation.

2 Determine what evidence is required to demonstrate that the standard can be, or has been, met

It should be very clear what evidence is acceptable and what evidence is unacceptable for validation purposes. If the standard requires the learner to demonstrate that they know or understand something, the evidence may be gathered by a test, exam or structured interview. If the standard requires the learner to demonstrate an ability or to delivery to a measurable performance level, the evidence may be gathered by observation of a task or by examining the actual output of a task.

3 Collect the evidence required and present it to the Training Adviser

In 'claim based' validation processes, the onus is on the learner to collect the evidence, to format the evidence and to approach the Training Adviser to arrange a validation. In 'check based' validation processes, the Training Adviser collects random evidence, possibly without the learner knowing, and then arranges a validation meeting.

4 The Training Adviser compares evidence against the standard and makes the validation decision

Here the Training Adviser has to base the decision on a comparison between the standard and the available evidence. The comparison process involves the Training Adviser looking at each piece of the standard, then searching the evidence to find some that satisfies that piece. The Training Adviser then moves on to the next piece of the standard. Normally these pieces of the standard are grouped together in sections so that validation decisions can be made for specific sections, according to the validation rules.



5 The Training Adviser informs the learner of the validation decision and gives feedback to help them address any shortfall

A key principle of validation is early feedback. In most validation processes the Training Adviser should indicate where the evidence is insufficient to meet the standard and what the learner should do to collect appropriate evidence in the future. The feedback process encourages transparent validation, the accountability of Training Advisers and fair and objective validation.

The following examples illustrate this process:

Stages in validation	Driving test	Competence based qualification	The Scout Association's Training Scheme
1 Identify the standard	Rules of road use (e.g., Highway Code)	National standard	Training scheme syllabus
	Examiner's observation checklist	Awarding bodies Requirements	Validation requirements
2 Determine the evidence required	Evidence of retained knowledge	Knowledge	Knowledge
	Evidence of driving ability/performance	Observed work performance	Defined validation tasks and activities
3 Collect and present the evidence	Learner sits exam or answers oral questions	Learner presents portfolio of evidence	Learner completes validation
	Learner demonstrates driving ability on a test drive	Learner meets with Training Adviser and answers questions	Learner meets with Training Adviser
4 Compare evidence to the standard	Examiner checks the accuracy of the answers against a marking sheet	Training Adviser studies the portfolio and compares evidence against the standard	Training Adviser studies the evidence and prepares to meet with the learner
	Examiner observes the test drive and completes an observation checklist	Training Adviser prepares questions to learner	
5 Inform the learner of the decision	Examiner tells the learner of the test result and indicates areas to work on	Training Adviser tells the learner of the validation decision and indicates areas to work on	Training Adviser tells the learner of the validation decision and indicates areas to work on



Validation guidelines

The following points are recognised as validation best practice:

- 1 Treat all learners equally, impartially and fairly.
- 2 Wherever possible, the same person should not train and assess a specific learner on the same standard.
- 3 Check that the evidence is the learner's own work and not based on hearsay or on subjective or emotional responses.
- 4 Check that the evidence is valid (i.e., that it demonstrates the knowledge, ability or performance required by the standard).
- 5 Check that the evidence is reliable (i.e., that it is repeatable and based on the learner's ability and performance rather than on guess work or chance).
- 6 Check that there is sufficient evidence to meet the standard.
- 7 Base the validation decision on the evidence presented, observable and available.
- 8 Base the decision on current evidence, not on old evidence.
- 9 Make a written, signed and dated record of the validation process and the reasons for the decision.
- 10 Accept that the onus is on the learner to present the evidence, not on the Training Adviser to find it.
- 11 Base feedback on a comparison of evidence against the standard, not on other evidence that was not presented or available at the time of validation.
- 12 When giving feedback, comment on the evidence rather than the learner's personality or ability.
- 13 Give the learner a written, signed and dated copy of the validation decision and the reasons for that decision.
- 14 Inform the learner how they can appeal against the validation decision if they so wish.