

Certificate of Competence (CoC) – Observation of Assessment	
Assessor Name	Steven Porter
Assessor Number	051726
Candidate Name(s)	Laura Nelson
Internal Quality Assurer (IQA) Name	John Tangye
Qualification Title	Hand Held Applicators to Land
Date	16.10.2024

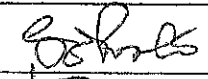
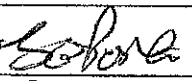
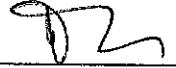
Checklist	Yes /No	Comments
Assessment documentation in place	Yes	All provided by Centre
Assessor introduced self (ID card shown) and put candidate at ease	Yes.	Candidate relaxed throughout assessment.
Candidate ID checked (booking form)	Yes	Candidate produced Drivers Licence
Site Specific Risk Assessment (SSRA) correctly completed	Yes.	Location details, hazards, + controls - completed.
Adequate briefing given on assessment process and documentation used	Yes.	Candidate were briefed
Candidate rights explained regarding clarification of questions/instructions and access to reference materials	Yes.	All rights explained & clearly understood.
Assessor attentive to candidate	Yes.	
Assessor unobtrusive during the assessment	Yes	Allowed candidate 'space'.
Clear, open questions used	Yes	Throughout
Clear and concise instructions given	Yes	
Qualification Guidance / Assessment Pack used to record progress	Yes	Assessor guidance followed
Candidate informed immediately of assessment result	Yes	
Clear and constructive verbal feedback given	Yes	Good feedback in AARs
Candidate given the opportunity to comment	Yes	Comment made on ROA.
All documentation correctly completed and signed	Yes	

Candidate given copy of the Assessment Result Advice Slip (ARAS)	Yes.	
Certification or re-assessment process explained (as applicable)	Yes.	

Feedback to Assessor
As Steven has a friendly but professional approach to candidates which enables them to achieve in a relaxed environment

Action required (SMART Targets)	Date actioned	Date to be checked
Continue to maintain current standard of assessment in future.	16.10.24	by 15.10.25

Assessor comments
I ALWAYS ENJOY MEETING AND ASSESSING CANDIDATES AND MAKING THEM RELAXED ENOUGH TO ACTIVELY ENJOY THEIR ASSESSMENT. GOOD TO ENCOURAGE EACH OF THEM TO ACHIEVE THEIR TARGET.

Assessor signature:		Print name:	S. P. O'NEILL	Date	16.10.24
IQA signature:		Print name:	J. TANGY	Date	16.10.24
Actions completed (if applicable):					
Assessor signature:		Print name:	POWELL	Date	16/10/24
IQA signature:		Print name:	J. TANGY	Date	16.10.24