

V&A / Icon Conservation and Collections Care Technicians Diploma

Information for Assessors

1. Introduction

The V&A and ICON are launching the level 4 Conservation and Collections Care Technician Diploma in 2016.

The Diploma is a work based qualification that aims to provide an entry level qualification that is recognised by employers and promoted by Icon for individuals in the technician and conservation professions who wish to gain and demonstrate new and existing skills and competencies. It also aims to promote professional standards and practice in conservation and collections care.

The Diploma covers the wide range of skills and knowledge required to work effectively as a technician with museum, library and archive collections, historic artefacts, and art works (collectively referred to as “objects”).

On completion of the diploma the candidate will have demonstrable skills in moving, installing, packing, and transporting objects; an increased ability to support conservation work; and a solid foundation for a successful career in the cultural, heritage and creative industries

2. What does an assessor do?

Assessors are required to assess the quality of the work produced and evidenced via an e-portfolio (online electronic portfolio) by candidates undertaking the Diploma to ensure the required standards are being met. When the assessor is satisfied that the learner has met the standard, a recommendation for a certificate is made.

3. Who can be an assessor?

Assessors must be competent to make qualitative judgments about the units of the qualification that they are assessing. Illustrations of competence could include the assessor having achieved the award or units themselves; being skilled professionals operating in the conservation and collections care field and/or holding appropriate assessor qualifications as currently required by the regulatory authorities. For conservation units of the Diploma, assessors will also be accredited conservators to ensure the professional standards for conservation are maintained.

4. What training needs to be undertaken in order to become an assessor?

Assessors will be required to complete a nationally recognised qualification that has been designed to allow learners to obtain and then demonstrate the skills and knowledge to work at a high level in assessing competence.

5. How does the assessor qualification work in practice?

The qualification contains two mandatory units. The first unit is a Level 3 award in ‘Understanding the Principles and Practices of Assessment’ which requires trainee assessors to attend a training course. In the course, which is scheduled over half a day, you will be guided through the principles and practices of assessment.

The second unit is a Level 3 award in ‘Assessing Competence in the Work Environment’. This unit requires the trainee assessor to assess two candidates who are undertaking the Diploma. As a

minimum, you must complete assessment plans for your two allocated candidates who are undertaking the Diploma. In practice you will need to provide evidence to demonstrate that you have carried out at least two assessments of two candidates' occupational competence, i.e. four assessments in total.

A qualified assessor will assess your progress and performance evidence against the qualification requirements through observation, examining the products of work, discussion and questioning.

In addition, an Internal Quality Assurer (IQA) from the V&A carries out quality assurance of the qualification and ensures that assessors apply standards consistently and fairly. A periodic review from an External Quality Assurer (EQA) provided by the awarding body BIIAB undertakes further quality assurance to ensure that the certification of the qualification is reliable and consistent and to the standard required.

6. How long will it take me to complete the assessor qualification?

Guided learning hours (GLH) for this qualification are 54 which includes the training course and the practical assessments.

It can take up to 2 years for a candidate to complete the 11 units required to secure this qualification.

7. How do I apply to become an assessor?

For details of how to apply and qualification costs, please contact a member of the Learning and Organisational Development team at the V&A Cultural Heritage Assessment Centre via assessmentcentre@vam.ac.uk.

8. Once I have completed the qualification, how will assessor work be allocated?

On completion of your qualification, to undertake work as an assessor for the Diploma, you should register your details with the V&A Cultural Heritage Assessment Centre. Opportunities to undertake assessments will be dependent upon the number of candidates who are registered on the V&A/Icon Conservation and Collections Care Diploma.

The assessor qualification may also provide you with an opportunity to assess other qualifications as a registered assessor with the V&A.

9. What is the rate of pay for an assessor?

Assessors are paid by the hour. This rate of pay will be discussed with you when assessor work is available.

10. How many candidates are assessors normally allocated?

You could be allocated up to a maximum of 4 candidates. Following allocation you will be required to attend an induction programme with your candidates. As part of the induction, you will meet your candidates and agree an assessment timetable with them.

11. How many assessment sessions are required per candidate?

You should expect to undertake between 6 to 8 assessments per candidate.