Some of the units within this qualification are assessed by centre set and marked assignments. As such, the centre is responsibility for devising a suitable assignment to cover the learning outcomes and assessment criteria of the unit.

The following guidance materials are available to assist you and can be found on the individual qualification pages on the City & Guilds website:

*An Assessment Pack containing detailed guidance for each unit and marking and grading criteria*

*Centre devised recording forms (contains form AD4)*

*GM1 Developing centre devised assessments (guidance for centre based assessment writers)*

*GM3 Authorisation to sign off assessments (Guidance for IQAs and QCS of centre devised assessments)*

The above is available on the centre support pages of the City & Guilds website;

[**http://www.cityandguilds.com/Provide-Training/Centre-Support/Centre-Document-Library/Policies-and-Procedures/Quality-Assurance-Documents**](http://www.cityandguilds.com/Provide-Training/Centre-Support/Centre-Document-Library/Policies-and-Procedures/Quality-Assurance-Documents)

All assignments should go through the usual Internal Quality Assurance process at the centre and the Internal Quality Assurer should complete form AD4 to show that they have checked the assignment. This form, along with the proposed assignment should then be sent to the local office who will then send it to the Qualification Consultant for approval. **Ideally, centre set assignments should be sent to the local office at the same time as your request for qualification approval.**

The sample selection of assignments will depend on the order in which the assessments are delivered however it is recommended that at **least one mandatory unit** (where the qualification is wholly assessed by centre devised assignments) and **one optional unit** are sent. Where appropriate, both practical and more knowledge based assignments should be sent for approval. Once the Qualification Consultant has approved these, the Internal Quality Assurer at the centre is then the sole sign off for those assignments and the Qualification Consultant will sample further assignments through their usual monitoring activity.