



Level 2 Award in the Responsibilities of a Social Distancing Compliance Officer
603/5844/0

Assessment Guide

Assessment Principles

Introduction

ETA qualifications are developed in conjunction with the industries and employers they service. They are designed to add value and deliver multidimensional outputs that provide impact for both learners and employers.

It is therefore important that the assessment requirements of ETA qualifications are robust whilst not containing unnecessary and over-burdensome challenges that detract from the intended outcomes and impact.

Principles

There are four key principles to underpin assessment delivery:

1. Assessment should contribute to developing a learners' knowledge and/or skills and provide relevant and current development as the related industry requires.
2. Systems for capturing evidence of competence should be integrated and efficient. Assessment practices for both competence-based and knowledge-based aspects of qualifications should, where possible, be integrated with industry-driven standards and requirements.
3. Assessment methods must be appropriate for the level and nature of the qualification units to be assessed. Methods of assessing achievement against learning outcomes and assessment principles must be accommodating and flexible, whilst remaining appropriate for both the level being assessed and industry expectations of learners at that level.
4. Evidence of knowledge and understanding must be recorded and be clearly attributable to the learner. This can be delivered using task-based activity with questions and answer sessions, supported by assessor observation.

The choice and application of assessment methods must be consistent with these principles and will generally include:

- Direct Observation
- Written evidence (portfolio/workbook)
- Centre set assignment
- Centre set coursework
- Oral examination
- Professional/open discussion

Delivery Team Requirements

Tutors / Assessors

- Tutors / Assessors should have a detailed knowledge of, and be competent in, the occupational requirements of the units
- Tutors / Assessors should hold or be working towards the related professional qualifications for delivery and assessment as required
- This competence will have been acquired either in direct employment in the occupational role to which the unit relates, or in employment as a manager, supervisor or in-house trainer of employees carrying out the role
- It is unlikely that occupational competence will have been achieved in less than twelve months of employment, but individuals with less experience could be considered as assessors if sufficiently occupationally competent

Internal Quality Assurers (IQAs)

- IQAs must have a thorough understanding of the structure, content and occupational requirements of the units that they are internally quality assuring. This understanding will have been acquired while either working directly within or delivering within the relevant occupational area in either an operational or a support function
- The level of understanding must be sufficient to allow the IQA to judge whether the assessor has fully assessed learners against all the principles within the unit
- It is unlikely that a person could have gained this level of understanding in less than twelve months of being employed, but individuals with less experience could be considered as IQAs if they have the required level of experience, knowledge and understanding

Technical / Expert Witness

Expert witnesses can be drawn from a wide range of people who can observe, 'measure and examine performance against the industry and qualification principles. These can include; line managers and experienced individuals within a related sector-based organisation. The Technical Expert Witnesses should have proven practical experience and knowledge relating to the content of the principles being assessed.

It is unlikely that someone could become an expert in their entire job role in less than twelve months of being employed in their industry. They could, however, very quickly become an expert in the content of a single unit if this was the focus of their job role. The assessor should make a judgement as to the level of expertise held by a potential Technical Expert Witness and, where necessary, this should be confirmed with the awarding organisation.

Assessment Materials

ETC Awards Ltd. (ETA) Assessment Materials are protected by copyright and are supplied only to Approved Centres for use solely for the purpose of the assessment of ETA learners.

Instructions for Conducting Assessment

the Approved Centre must either:

- Secure approval of in-house assessment material by ETA's External Quality Assurance team prior to use
- Use ETA Assessment Materials
- We recognise that reasonable adjustments may be considered at the time of assessment, please refer to the ETA Reasonable adjustments and considerations policy

All approved centres must then handle and store securely all Assessment Materials in accordance with the following:

- Assessment Material must be accessible to learners only during their programme
- The Approved Centre must not make public in any format the contents of any materials either in part or in full.
- Materials must be securely handled and under no circumstances shared with third party organisations or individuals
- The Approved Centre must seek permission from ETA through the External Quality Assurance team if they want to convert Material for alternative storage, retrieval and delivery in electronic formats.



Level 2 Unit – Responsibilities of a Social Distancing Compliance Officer

Unit aim

This unit introduces the learner to the requirements of a Social Distancing Compliance Officer, how to be pro-active in addressing them and the reactive actions to be taken where necessary

Unit introduction

This unit will help a learner to develop an understanding of how to undertake the actions and requirements of a Social Distancing Compliance Officer in an appropriate, safe and timely manner

Assessment

To achieve this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit, through a variety of assessment methods appropriate to the delivery environment.

Unit Reference Number		<i>H/618/1123 603/5844/0</i>
Qualification Framework		RQF
Title		Responsibilities of a Social Distancing Compliance Officer
Unit Level		Level 2
Guided Learning Hours		10 GLH
Total Qualification Time		10 TQT
Unit Credit Value		1 Credits
Unit Grading Structure		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can	Criteria expansion
1	Understand how to pro-actively undertake the duties of a Social Distancing Compliance Officer	1.1 Describe how to ensure that all onsite personnel complete relevant social distancing questionnaires and declarations	
		1.2 Understand how to maintain a log of regular monitoring of social distancing controls on site	
		1.3 Explain how to be a constant onsite presence to facilitate social distancing between all personnel	Should include how to intervene in cases of non-compliance
		1.4 Outline how to ensure there is sufficient, up to date signage on site to inform personnel	
		1.5 Demonstrate how to promote good hygiene practises and educate others to do the same	

		1.6	Demonstrate how to check and ensure the cleanliness of welfare facilities at all times	Include: <ul style="list-style-type: none"> • Equipment / Tools • Handrails • Door handles • Furniture
		1.7	Demonstrate how hand sanitisers and hand wash are regularly checked, replenished and used	Hand washing practice must follow NHS guidance for duration and process
		1.8	Explain how to check that soap/sanitiser, water and hand drying facilities are available and appropriate on site	
2	Know how to deliver day to day proactive activities	2.1	Explain how to make representations to site management	Should include concerns raised by any personnel
		2.2	Describe the system in place to ensure personnel have staggered breaks to limit numbers in communal areas to observe the recommended social distancing requirements	
		2.3	Outline the process regarding personnel leaving site during breaks	This should include: <ul style="list-style-type: none"> • Removal of PPE • Social distancing
		2.4	Explain how to report any cases of non-compliance to site manager and ensure they are addressed	
		2.5	Describe how you would ensure you can keep up to date with HSE guidance	Should include: <ul style="list-style-type: none"> • Local updates • Internet search • HSE website
		2.6	Outline how consideration might be given to introducing additional controls in exceptional circumstances	

3	Know how to undertake the reactive duties of a Social Distancing Compliance Officer	3.1.	Describe the process and action required to inform site management of an infected person or of someone displaying the infectious symptoms	
		3.2	Outline the process to be used for isolating an individual with symptoms away from other personnel	Consider: <ul style="list-style-type: none">• A separate room• Isolated area
		3.3	Explain the site protocol for individuals with infectious symptoms	Should include: <ul style="list-style-type: none">• Send home• Advise to contact appropriate services
		3.4	Explain the process for assisting in contact tracing in the circumstance of a confirmed case of an outbreak or infection	