



Lantra Awards Level 5 Diploma in
Principles of Leadership and
Management in Landbased Settings
(QCF)

Centre Guidance

Version 3

Copyright

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means whatsoever without prior written permission from the copyright holder.

© Lantra

Registered Office: Lantra, Lantra House, Stoneleigh Park, Nr Coventry, Warwickshire CV8 2LG

Registered no: 2823181 • Charity no: 1022991 • Scottish charity no: SC039039

Web: www.lantra.co.uk

Tel: 02476 69 69 96

Fax: 02476 69 67 32

E-mail: sales@lantra.co.uk

Write: Lantra, Lantra House, Stoneleigh Park, Nr Coventry, Warwickshire CV8 2LG

Level 5 Diploma in Principles of Leadership and Management in Landbased Settings (QCF) Centre Guidance

Contents

- 1 Introduction 1
- 2 Qualification structures and units 5
- 3 General information..... 9
- 4 Centre information 14
- 5 Assessment 16
- 6 Quality assurance 19

1 Introduction

Lantra Awards is a nationally recognised Awarding Organisation (AO) with almost 40 years specialising in training and Qualifications primarily for the environment and land-based sector. As part of Lantra, an employer-led organisation, we are committed to promoting and ensuring that skills development to support businesses and individuals.

We work closely with professionals, businesses and trade associations to develop training and Qualification programmes to ensure they have a professional and competent workforce that has the right skills and knowledge to carry out their jobs safely and effectively.

We are approved by the Office of Qualifications and Examinations Regulation (Ofqual) who also regulate on behalf of the Welsh Government in Wales and Council for the Curriculum, Examinations and Assessment (CCEA) in Northern Ireland. To operate in Scotland, Lantra gains its AO status from the accreditation arm of the Scottish Qualifications Authority (SQA).

This Qualification has been developed in response to our analysis of skills needs within the environment and land-based sector which emphasises the requirement for business and management skills such as leadership and management. The sector is expected to have greater shares of employment in managerial, professional and technical occupations, mirroring the broad trends across the UK economy.

This Qualification is linked to National Occupational Standards (NOS) suites including Management and Leadership, and Business and Administration. This ensures that personnel working within industry meet minimum standards. This Qualification will provide the learner with the knowledge, understanding and skills required for undertaking specific tasks within land-based industries in relation to leadership and management.

We anticipate that successful completion will lead to an increase in personal leadership and management performance within land-based businesses, therefore helping managers to grow and prosper in what is currently a challenging commercial climate.

This Centre Guidance provides information for centre staff involved in the planning, delivery and assessment of the Level 5 Diploma In Principles of Leadership and Management in Landbased Settings which is a regulated qualification within the Qualifications and Credit Framework (QCF).

This Centre Guidance should be read in conjunction with the assessment guidance within the Council of Administration (CFA) Management and Leadership suite.

1.1 Qualifications and Credit Framework (QCF)

Ofqual, together with its partner regulators in Wales (Welsh Government) and Northern Ireland (CCEA), is responsible for regulation of the QCF.

The QCF is a system for recognising skills and Qualifications. It does this by awarding credit for Qualifications and units (small steps of learning). The QCF allows achievements to be recognised and recorded through the award of credits and Qualifications. It supports the accumulation and transfer of credits and the easy identification of each achievement's level and size. Every unit and Qualification has a credit value and a level. One credit represents ten notional hours of learning, showing how much time the average learner would take to complete the unit or Qualification.

There are three types of Qualification:

- Awards (1 to 12 credits)
- Certificates (13 to 36 credits)
- Diplomas (37 credits or more).

Each type of Qualification can have a difficulty level ranging from 1 to 8. This is because the type indicates the size of Qualification, not its difficulty.

1.2 The European Qualifications Framework (EQF)

The European Qualifications Framework (EQF) acts as a translation device to make national Qualifications more readable across Europe, promoting workers' and learners' mobility between countries and facilitating their lifelong learning.

The EQF aims to relate different countries' national Qualifications systems to a common European reference framework. Individuals and employers will be able to use the EQF to better understand and compare the Qualifications levels of different countries and different education and training systems.

The core of the EQF concerns eight reference levels describing what a learner knows, understands and is able to do – 'learning outcomes'. Levels of national Qualifications will be placed at one of the central reference levels, ranging from basic (Level 1) to advanced (Level 8). This will enable a much easier comparison between national Qualifications and should also mean that people do not have to repeat their learning if they move to another country.

The EQF applies to all types of education, training and Qualifications, from school education to academic, professional and vocational.

The EQF does not award/certificate Qualifications; it is a framework that describes the levels of Qualifications in terms of learning outcomes. The awarding/certification of Qualifications remain a matter for national Qualifications bodies.

1.3 Who is this Qualification designed for?

This Qualification is designed for learners who wish to develop their knowledge and skills in leadership and management, enabling them to work effectively and efficiently in the workplace.

It will suit a number of different needs, enabling those who are successful to continue and complete further training and/or assessment within a leadership role within land-based industries, including progression to an Award, Certificate or Diploma at the same level and or higher level Qualifications or progression in the workplace.

This Qualification is available for learners aged 19+.

1.4 Target audience

This Qualification is suitable for learners wishing to develop knowledge, understanding and skills in leadership and management and is ideally suited to managers and/or first line managers working within a land-based environment.

It will prepare learners for further learning and training. It is also designed to prepare learners for employment. The level 5 Diploma is suitable for those working in a construction/fencing industry and provides a route to achieve a Black Card status.

The units available can be used to create individual learning programmes tailored to the learner's needs.

1.5 Qualification aims

This Qualification is intended to offer learners involved in a variety of land-based roles the opportunity to achieve a recognised national Qualification that reflects the national standards for the type(s) of role(s) they perform. It is relevant for persons involved in all aspects of land-based leadership and management and/or business and administration processes.

Specifically, this Qualification aims to:

- Assess the learner's knowledge and understanding across a range of leadership and management functions and activities
- Assess the learner's ability to work effectively in a leadership role, independently and as part of a team
- Assess the learner's ability to review and develop their own practices and carry out a range of tasks

Following Ofqual's regulatory requirements the Lantra Awards Level 5 Diploma in Principles of Leadership and Management in Landbased Settings (QCF) Qualification is approved for the following purposes:

- **Purpose:** B. Prepare for further learning or training and/or develop knowledge and/or skills in a subject area
- **Sub Purpose:** B1. Prepare for further learning or training, B2. Develop knowledge and/or skills in a subject area

2 Qualification structures and units

2.1 Qualification profile

Qualification title	Lantra Awards Level 5 Diploma in Principles of Leadership and Management in Landbased Settings (QCF)			
Qualification number	600/7844/3			
Level	5			
Credits	40			
GLH	240			
Age approved	Pre -16	16-18	18+	19+
				✓
This Qualification is suitable for	Those wishing to develop knowledge, understanding and skills in a range of Leadership and Management Activities.			
Entry requirements	Minimum age for this Qualification is 19+			
Pre-requisite(s)	This Qualification has been developed free from any barriers that restrict access or progression, therefore promoting equal opportunities. For those taking the level 5 Diploma for the purpose of achieving a black card in construction/fencing a suitable health and safety qualification/training is required as a prerequisite.			
Qualification structure	To achieve the Qualification learners must achieve 40 credits. The learner must achieve 10 credits from the mandatory unit and the remaining 30 credits from the 17 optional units. A minimum of 35 credits must be at or above level 5.			
Assessment	Units in this Qualification are assessed externally by an approved Lantra examiner. The units are not graded.			
Funding	This Qualification may be eligible for public funding. For information on Qualifications approved for public funding please see the Learning Aim Reference Application (LARA) website https://gateway.imservices.org.uk/sites/lara/Pages/Welcome.aspx			
Performance figures	This Qualification does not contribute to the performance measures.			
Apprenticeship frameworks	A number of the units associated with this Qualification may sit within the appropriate apprenticeship frameworks.			
Qualification start date	01-Jan-13			
Qualification Review date	31-Jul-15			

2.2 Qualification structure

M=Mandatory unit O=Optional unit

Lantra Awards Level 5 Diploma in Principles of Leadership and Management in Landbased Settings (QCF) 600/7844/3					
To achieve this Qualification, learners must attain in total a minimum of 40 credits.					
<ul style="list-style-type: none"> • Mandatory Units - A minimum of 10 credits must be achieved. • Optional Units - A minimum of 30 credits must be achieved. 					
A minimum of 35 credits must be at or above level 5.					
Mandatory Units (M)					
M/O	Unit reference number	Unit title	Unit level	Credit value	GLH
M	R/602/1366	Principles of Management and Leadership	5	10	60
O	A/602/1443	Management of Change	5	5	30
O	D/602/1449	Management Activities	5	10	60
O	D/602/1466	Developing Successful Business Teams	5	5	30
O	J/602/1431	Personal Development	5	5	30
O	J/602/1879	Recruitment and Selection	5	5	30
O	K/602/1440	Financial Awareness for Managers	5	5	30
O	K/602/1485	Marketing Principles for Managers	5	5	30
O	K/602/2054	Management Decision Making	5	10	60
O	M/602/1438	Leadership in Your Organisation	5	5	30
O	M/602/1469	Managing Staff Performance	5	5	30
O	M/602/2055	Customer Relationship Management	5	5	30
O	R/602/1464	Managing Projects	5	10	60
O	R/602/1481	Managing Budgets	5	5	30
O	Y/602/1479	Quality Management in an Organisation	6	5	30
O	A/602/1488	Principles of Strategic Management	6	5	30
O	D/602/1483	Managing Innovation in an Organisation	6	5	30
O	F/602/1878	Managing Communications at Work	4	5	30

Level 5 Diploma (Construction/Fencing/Black Card)

For those taking the level 5 Diploma for the purpose of achieving a black card in construction/fencing a suitable health and safety qualification/training is required as a prerequisite. Learners must achieve as mandatory all units with a credit value of 10 as a minimum to achieve the Black Card.

Achievement route for Black Card

M	R/602/1366	Principles of Management and Leadership	5	10	60
M	D/602/1449	Management Activities	5	10	60
M	K/602/2054	Management Decision Making	5	10	60
M	R/602/1464	Managing Projects	5	10	60

Unit format

Each unit contains:

Unit title	Gives a summary of the content of the unit.
Level	This advises the QCF level on which the unit is accredited.
Credit value	This advises how many credits the learner will achieve for successful achievement of the unit.
Unit reference number	This is the unit code given on approval/accreditation from the regulators Ofqual.
Learning outcomes	Sets out what the learner is expected to know, understand or be able to do as a result of the learning process.
Assessment criteria	Details the requirement that the learner will be assessed against in order to evidence the learning outcomes.
Unit purpose and aims	This section provides the overall purpose and aim of the unit.
Unit review date	The review date will reflect the date of the unit review.
Unit withdrawal date	The withdrawal date will reflect the date the unit is to be withdrawn.
Details of the relationship between the unit and relevant national occupational standards (NOS) or other professional standards or curricula (if appropriate)	This section will show the NOS reference number(s) to the suite of standards the Qualification relates to.
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	This specifies the assessment criteria for the unit.
Support for the unit from a SSC or other appropriate body (if required)	This show the Sector Skills Council (SSC)/industry that have approved the unit.
Location of the unit within the sector subject area (SSA)	This section show the subject classification area (SSA) that the unit sits within.
Name of the organisation submitting the unit	This will show the name of the AO that has submitted the unit on the regulatory system RITS.
Availability for use	This defines whether the unit is shared or restricted use.
Unit available from	This specifies the live operation date of the unit.
Unit guided learning hours	This defines the minimum guided learning hours (GLH). GLH represents only those hours in which a tutor, trainer or facilitator is present and contributing to the learning process.

2.3 Statement of level

This Qualification assess knowledge, understanding and skills at Level 5 of the Qualifications and Credit Framework (QCF).

2.4 Learning time

The time it will take a learner to complete this Qualification will depend on a number of things for instance, mode of study and level of knowledge or experience.

The recommended notional learning time for the achievement of a single credit is 10 hours.

Learners may take slightly less or slightly more time to achieve the number of credits required; the size of the Qualification is based upon notional learning time and represents an average rather than a defined number of learning hours. It is important that centres approved to deliver the Qualification give the appropriate time and support to enable learners to achieve. Learners may claim certification for any credit/units they achieve irrespective of whether they have completed the full Qualification.

3 General information

3.1 Administration arrangements

The Lantra Awards Level 5 Diploma in Principles of Leadership and Management in Landbased Settings is part of the QCF.

The AO for this Qualification is Lantra Awards and the regulatory body is Ofqual who have given QCF approval.

3.1.1 Administration process for registration and certification

- Learners registered against Qualification and selected units of the Qualification
- Confirmation of registration received from Lantra
- Centre issues learner with Leadership and Management Workbook
- Learner completes Leadership and Management Workbook and returns to centre
- Centre completes learner achievement record (LAR)
- Centre send completed Leadership and Management Workbook and learner achievement record (LAR) to Lantra
- Lantra sends completed LAR and Leadership and Management Workbook to examiner
- Examiner returns marked assignment/Leadership and Management Workbook, achievement results and LAR
- Certificates issued by Lantra and sent to centre

3.2 Entry requirements and restrictions

There are no barriers that restrict access or progression thereby promoting equal opportunity.

All centres involved in the assessment or delivery of this Qualification should understand the requirements of the Qualification and match them to the needs and capabilities of individual learners.

Age restrictions apply to this Qualification:

- Diploma in Principles of Leadership and Management in Landbased Settings – 19 plus.

3.3 Recognition of prior learning

Within the QCF, recognition of prior learning (RPL) is defined as ‘A method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.’

It is important that centres make it clear to learners that the RPL process is associated with how the learner has acquired the knowledge, understanding or skills; it does not mean the learner is exempt from the assessment.

The currency of knowledge and ability is often important when recognising skills and competences. Where assessment is devolved staff must ensure the relevance and currency of RPL before Lantra quality assures and certificates.

It is recommended centres refer to Lantra’s Recognition of Prior Learning Policy.

3.4 Unique Learner Number (ULN)

It is a requirement that AOs capture the ULN for all learners intending on claiming certification for Award, Certificate or Diploma. The ULN should be entered in the ULN field on the learner registration form, which is required at the point of registration.

3.5 Progression opportunities

This Qualification will enable those who are successful to progress onto further study, employment or an apprenticeship.

3.6 Delivery in the UK/Europe

The specifications for this Qualification are approved for delivery in the United Kingdom. Ofqual regulates Qualifications in England, Northern Ireland and Wales.

Although QCF Qualifications are not regulated in Scotland or Europe, they are available to anyone who wishes to use them.

This Qualification is recognised on the European Qualification Framework (EQF) at Level 5

3.7 Environmental issues, health and safety considerations

Environmental issues, health and safety considerations and their application should be considered as part of the taught delivery for all units within this Qualification.

3.8 Mode of delivery

Delivery is through Lantra Awards centres that are approved to deliver the Level 5 Diploma in Principles of Leadership and Management in Landbased Settings. Centres will be provided with centre guidance on suggested modes of delivery that meets the needs of their learners. This Qualification will be based in a variety of situations which will include classroom, workshop and any appropriate environment. Unit assessment guidance and Leadership and Management workbook are provided to centres, these are not prescriptive. They will enable the learning outcomes and assessment criteria within the unit of assessment to be clearly demonstrated and measured.

3.9 Costs

QCF Qualification fees are based upon a combined full Qualification fee or individual unit depending upon the requirements of the learner. For a current list of all centre approval, learner registration charges and quality assurance costs please access the published fees list.

Where required, external verifier (EV) visits and distance monitoring will be charged to the centre at current rates. For a list of current rates please access the published fees list.

A full Qualification refers to the minimum number of credits and associated units required to achieve a Qualification.

3.10 Certification

Centres will send the completed Leadership and Management workbook and the Learner Achievement Record (LAR) to Lantra for marking. Our preferred method is electronic submission to L&M@lantra.co.uk. Certificates will be issued on achievement.

Centres should take responsibility for the suitability and completeness of the assignment/Leadership and Management workbook before being submitted for marking.

3.10.1 Replacement certification

Lantra will issue a replacement certificate if a learner loses the original, provided that the learner can provide proof of identity (for example, birth certificate, wedding certificate, driving licence) and can give details of the centre they were registered with. Lantra will check all claims for replacement certificates against the original certificate claim form. The centre may be contacted for authentication. The certificate will be clearly marked as a replacement. There is a fee for all replacement certificates; contact Lantra for the current fee.

3.11 Funding

Approved Qualifications may be eligible for funding from either the Education Funding Agency or the Skills Funding Agency (or equivalent bodies in Wales and Northern Ireland). The Qualifications are listed on The Register of Regulated Qualifications and the Learning Aims Reference Application (LARA). Funding may be available to organisations which meet the requirements of the relevant agency.

3.12 Complaints

The Lantra Complaints Procedure is published in the Policies Document; available on the Lantra Awards website.

3.13 Appeals

Lantra has an enquiries policy and an appeals procedure that can be used in these circumstances. There are fees for enquiries and appeals, which will be refunded in full if the appeal is upheld or if a learner's results are changed as a result of an enquiry. See the Lantra Policies Document, available on the Lantra Awards website.

3.14 Malpractice

Contact Lantra with as much information as you can provide about the suspected malpractice and the circumstances surrounding the matter. You should also refer to the malpractice procedure in the Lantra Policies Document for information about how Lantra investigates such cases.

3.15 Additional requirements

Lantra publishes its Equality and Diversity Policy in the Policies Document; available on the Lantra Awards website.

Centres are expected to make appropriate arrangements, including reasonable adjustments; these are detailed in the Policy to ensure that learners with additional needs can access assessments wherever possible. The Equality and Diversity Policy covers alternative assessment arrangements which can be made for learners with visual and/or auditory impairment, permanent or temporary physical impairment, specific learning difficulties or dyslexia and learners for whom English is a second language.

3.16 Documentation updates

The information provided in this document was correct at the time of publication. Lantra may update this information at any time. Please refer to the Lantra Awards website, www.lantra.co.uk and/or the online centre profile for the latest downloadable version.

4 Centre information

4.1 Centre approval

To offer this Qualification you must become a Lantra Awards approved centre. If you meet the criteria set in the Application for Centre Approval, Lantra Awards will approve your organisation as a 'Regulated Qualification Centre'.

Regulations require awarding organisations to approve each centre for specific Qualifications, regardless of any other activities that organisation may undertake.

Learners cannot be assessed for any part of a qualification unless they have been registered with Lantra Awards by an approved centre. Only approved centres can register learners.

Following centre approval you will be informed in writing of your Regulated Qualification Centre approval. You will receive a unique user name and password to access your online centre profile, enabling you to obtain documentation to support the administration of these Qualifications. This unique name and password must not be shared with third parties.

Lantra will only approve centres if they:

- Nominate a member of the team that will be the sole contact with Lantra
- Meet all other centre approval criteria.

It is the responsibility of the approved centre to ensure that all tutors are competent to deliver and assess the units they are teaching. They must be occupational competent to make leadership and management judgements about the level and scope of individual learner performance and occupational competent to make assessment judgements about the quality of assessment and the assessment process.

4.2 Centre ID

When a new centre is approved to offer a Qualification, Lantra will allocate a unique centre ID. You must give your centre ID on any correspondence.

4.3 How do centres register learners for the Qualification?

The Learner Registration Form (LRF) should be completed and submitted to Lantra for the learner to be registered against unit(s)/Qualification.

4.4 Allocation of Centre External Verifier

When your centre is due a visit you will be allocated an EV. Contact details of the EV will be provided and the EV will be informed that your centre has been approved.

An EV may be Lantra staff or an external representative acting on behalf of Lantra.

4.5 Centre External Verifier visits

The exact frequency of monitoring activities will be determined by number and types of products offered and level of activity. The frequency of visits is normally between one and three yearly. Lantra will liaise with the centre and the EV to set a date for the visit.

An EV visit will usually take about three hours at the centre; although this can vary depending on the size of the programme and the number of learners and team members. For more detail on centre visits see EV visits guidance for centres.

Centres will be charged the standard monitoring activity fee for each visit. This is to ensure that the cost of the visit is covered. See Service Fees list. If additional visits are required, for example where there are serious quality issues or concerns an additional visit fee will be charged.

Centres may request an additional visit if they consider that further advice, support or guidance would be beneficial. An additional visit fee will be charged. The request for additional visits must be made via Lantra and not directly with the EV. The addition of an EV that quality assures the assessment process ensures that assessment via this method is robust and standardised across different assessors.

Centres are all subject to the tariff of sanctions.

4.5.1 Regulatory authorities

From time to time Ofqual may wish to visit centres and will require access to premises, meetings, learner assessment records, internal verification records, documents, data, learners and staff. Centres are required to provide access when requested. Centres may have certificate claims suspended if they do not comply.

4.6 Centre queries

This Centre Guidance contains all the information needed to deliver and administer this Qualification. Queries relating to this Qualification that are not answered within this document should be referred to Lantra at sales@lantra.co.uk.

5 Assessment

5.1 Assessment

In order to achieve this Qualification learners need to demonstrate that they have met the evidence requirements for the assessment criteria of each of the individual units. Certain units may require evidence to demonstrate both knowledge and practical elements.

5.1.1 Assessment methods

A variety of assessment methods and types of evidence can be used to obtain a rounded picture of the learner's knowledge and competence.

To achieve the Qualification, a final assessment/project is required. Lantra provide a Leadership and Management workbook for the learner to complete which must be submitted to Lantra for external marking.

Evidence for units can come from:

- Observations of learners performing a task
- Reports/assignments/projects
- Video or audio
- Photographs
- Notes of discussions with assessor(s)
- Formal questioning
- Knowledge tests.

Where these activities still do not cover all the requirements of the units, supplementary evidence can be produced, for example from oral questioning and/or professional discussion. The latter can supplement evidence as it gives the learner the opportunity to explain in more depth what they did and why they did it in the way that they did. It can also help to extend the evidence by asking what the learner would do in a particular set of circumstances.

This Qualification is independently assessed by an appointed Lantra examiner by submission of a final Leadership and Management workbook/assignment/project.

Learner evidence in the form of an assignment/ project is captured within the Leadership and Management workbook which will be issued to centres and is based on a minimum assessment word count of 5000 words:

5.1.2 When is the evidence sufficient?

The evidence is sufficient when the examiner judges that the requirements of the unit/Qualification have been met by the evidence presented.

However, there will be some learners who do not collect sufficient evidence of the required quality to achieve. This may be because learners may be aiming for a unit/Qualification at too high a level, in which case they will need guidance on to a more appropriate programme.

Centres must provide the opportunity for learners to claim certificates of unit credit so that they can receive a certificate for the credit(s)/unit(s) they have been able to achieve.

There may be occasions when a learner has a particular requirement, which means that reasonable adjustments have to be made in order to give them access to assessment opportunities. Centres must apply to Lantra for approval of reasonable adjustments to be made. Please refer to the Lantra equality and diversity policy which includes full details of what arrangements can be made for various types of Qualifications.

5.2 Marking

Each task should be assessed against the assessment criteria of the unit being undertaken and judged to be either achieved or not achieved. Where a series of tasks are set, the learners must demonstrate the achievement of the required standards identified in the assessment criteria in all tasks in order to achieve the unit credit. All of the assessment criteria within a unit must be met before the unit is achieved. The unit is not banded or graded.

Learner evidence should be recorded on the appropriate form or forms. Lantra has developed appropriate unit assessment guidance and Leadership & Management workbooks which acts as a guide for all units.

Centres may be required to provide samples of assessment tasks and activity for regular standardisation events.

5.3 Submitting work for assessment

Final assessments must be submitted to Lantra for marking.

Our preferred option for submitting assessment is by e-mail, option B. All materials must be clearly marked with the learner name and where hard copies are submitted, presented in a protective covering such as a wallet, folder or ring binder with the Results Sheet attached to the front. Lantra will retain your work so it is important that you keep a copy for your own records. We do not return Leadership and Management workbooks/ assessments. Additional postage costs apply for hard copy and compact disc submissions.

A. Hard Copy Submission	B. Email Submission	C. Compact Disc Submission
Learner must keep a copy of workbook.	Learner must keep a copy of workbook.	Learner must keep a copy of workbook.

Electronic files must be virus checked. Lantra will check documents for viruses and will not open infected files which will be returned to the Centre.

Email: QualityandStandards@lantra.co.uk

Post: **Quality and Standards Team, Lantra, Lantra House, Stoneleigh Park, Coventry, Warwickshire, CV8 2LG**

We do not:

- Give actual marks
- Examiners notes/scripts
- Feedback on individual learner's work, apart from the result
- Give individual feedback to learners.

However, where a learner does not meet the required standard the examiner attaches a feedback form to their mark sheet. This identifies which of the assessment criteria they have not met and gives the centre the information it needs to give the learner guidance for resubmission.

If the learner or their sponsor wants to keep their work, you must make copies before sending. We retain and archive learners' work for six months and do not return any learner's work.

Learners who do not complete the full Qualification can submit evidence for the units that they have completed; this can be done unit at a time. Learners can therefore gain recognition for those units that they have completed and receive a certification of unit credit. The full Qualification will not be awarded unless all units in the rules of combination have been successfully completed.

5.4 Referral of reassessment

Where a learner is unsuccessful we will grant a referral and learners can revised units/evidence for resubmission of which there is a charge. This gives the learner the chance to rework this assessment, normally within 3 months. If the rework is satisfactory the Qualification will be awarded. If the rework is marked as not achieved, the learner has to re-register and repeat the programme and associated assessments.

6 Quality assurance

Lantra provides robust quality assurance of Qualifications by ensuring assessment is scrutinised and confirmed through rigorous quality assurance arrangements and standardisation activities.

6.1 Definitions of key roles

Examiner – Independent person appointed by Lantra to assist with marking of assignments.

Learner – Person whose competence is being judged.

In order to achieve this Qualification learners need to demonstrate that they have met the evidence requirements of the assessment criteria for each individual unit. Learners must complete and submit an assignment/Leadership and Management workbook. This must relate specifically to the learner within a particular project/organisation and the way in which they manage and respond to leadership and management practices.

The evidence gathered is designed to be of direct benefit to the learners and organisation within which they work or are involved in.

Examiner

Examiners must have sufficient skills and knowledge to be able to make valid judgements about the competence of learners they assess against a Qualification. This may be illustrated by the examiner having achieved, or working towards achievement of the appropriate regulated approved Qualification for the unit/Qualification themselves and/or having substantial current or recent experience and is able to map their assessment, moderation or verification skills and knowledge 100% to the National Occupational Standards upon which the Qualifications are based.

Examiners must be occupational competent to make leadership and management assessment judgements about the level and scope of individual learner performance and occupational competent to make assessment judgements about the quality of assessment and the assessment process.

Examiners are responsible for:

- Marking assignments, judging whether assessment criteria have been met
- Providing constructive written feedback to learners where the learner has failed to meet the assessment criteria
- Seeking advice from Lantra about marking where any doubt exists
- Completing the administrative documentation within the specified timescale to ensure that the correct results are recorded and certificates can be issued without delay

- Taking note of any feedback provided from other Examiners following any re-mark or cross-marking of samples of Examiner marked assignments
- Attending meetings and/or training events arranged by Lantra.

In order to carry out the role successfully, applicants will be expected to:

- Have worked in a leadership and management context at a senior level
- Possess a recognised relevant Qualification
- Hold or be prepared to work towards relevant assessor units
- Ideally (but not essential) have previous experience in writing, editing or marking assessment materials
- Work effectively with others
- Pay attention to detail and work to strict deadlines
- Maintain complete confidentiality at all times
- Be committed to equal opportunities.

Examiners are not allowed to mark assignments submitted by learners from their own organisation or by learners they know and must declare where any potential conflict of interest may exist.

All Examiners will be expected to attend a periodic training and updating session to ensure that they are marking consistently. These meetings are mandatory to retain Examiner status and no payment will be made for attending them, although travelling expenses will be reimbursed.

6.2 Census Ethnic Group Classifications (2011)

Please use the following code(s) to indicate ethnicity when completing the Learner Registration Form.

England and Wales		Northern Ireland		Scotland	
01	White: English/Welsh/Scottish/ Northern Irish/British	19	White	30	White: Scottish
02	Irish	20	Chinese	31	British
03	Gypsy or Irish Traveller	21	Irish traveller	32	Irish
04	Any other White background	22	Indian	33	Any other White background
	Mixed/multiple ethnic groups	23	Pakistani		Mixed:
05	White and Black Caribbean	24	Bangladeshi	34	
06	White and Black African	25	Black Caribbean		Asian, Asian Scottish or Asian British:
07	White and Asian	26	Black African		Indian
08	Any other Mixed/multiple ethnic background	27	Black other	35	Pakistani
	Asian/Asian British:	28	Mixed ethnic group	36	Bangladeshi
09	Indian	29	Any other ethnic group	37	Chinese
10	Pakistani			38	
11	Bangladeshi			39	Any other Asian background
12	Chinese				Black, Black Scottish or
13	Any other Asian background				Black British:
	Black/African/Caribbean/ Black British:			40	Caribbean
14	African			41	African
15	Caribbean			42	Any other Black background
16	Any other Black/African/Caribbean background			43	Other ethnic background Any other ethnic group
	Other ethnic Group:				
17	Arab				
18	Any other ethnic group				

NOTES

This page has been deliberately left blank



Raising skills | Inspiring growth

© Lantra

Lantra House, Stoneleigh Park,
Coventry, CV8 2LG
t +44 (0)2476 696996
e sales@lantra.co.uk
w www.lantra.co.uk

Registered no: 2823181
Charity no: 1022991
Scottish charity no: SC039039
VAT no: 585 3815 08



FS665748



0003



INVESTORS
IN PEOPLE