ASDAN Key Skills in Problem Solving

Level 1 Specification

Problem Solving Level 1
Qualification Specification

1. Title

The following qualification has been accredited by the regulatory bodies in England and Northern Ireland (Ofqual and CCEA).

ASDAN Level 1 Key Skills in Problem Solving
Accreditation Number 100/3799/8

In England and N. Ireland it appears in the Register of Regulated Qualifications.

2. Location of the qualification within the subject/sector classification system

14.1 Foundations for Learning and Life

3. Total Qualification Time (TQT)

This is comprised of the number of Guided Learning Hours assigned to the qualification, and an estimate of the number of hours a candidate will reasonably be likely to spend in preparation, self-study, research and other independent and unguided learning activities. The TQT allocated takes into account estimates and other relevant information gathered from a reasonable number of centres and third parties.

Number of Guided Learning Hours assigned 45 hours
Total Qualification Time 60 hours

4. Qualification Dates

Operational End Date: 31/12/2018   Operational End Date: 31/12/2021 (NI only)

Certification End Date: 31/12/2019   Certification End Date: 31/12/2023 (NI only)

Candidate registrations may not be accepted by ASDAN after the operational end date for a specific qualification if an extension is not obtained from the regulators. However, certification is allowed until the certification end date so that candidates have time to complete any programme of study. At least six months before the operational end date for a qualification, ASDAN will undertake a review of the qualification. This will be done in collaboration with stakeholders in order to take account of any changes necessary to continue to meet their needs. Once this review process is complete, ASDAN will consider the most appropriate course of action which might include applying to the regulators for an extension to the regulation period, revising or creating a new qualification or withdrawing the qualification. Information relating to changes or extensions to qualifications will be posted on the ASDAN website www.asdan.org.uk.

5. Objective of the qualification

The Wider Key Skills qualifications aim to develop and recognise each candidate's ability to apply these skills in ways that are appropriate to different contexts and to improve the quality of their learning and performance. Problem Solving focuses on the ability of the candidate to tackle problems systematically, for the purpose of working towards their solution and learning from this process.

6. Staffing requirements

This section is provided to give some guidance on the experience and qualifications needed to deliver and assess these qualifications; it is not however intended to be exhaustive or definitive. Examples of relevant qualifications and occupational backgrounds are given as benchmarks. Other equivalent qualifications or backgrounds may also qualify prospective staff for delivery or assessment roles.

Centres must ensure that they have sufficient numbers of suitably experienced Assessors and Internal Moderators to ensure that qualifications are delivered effectively, and that appropriate judgements are made as to whether evidence being presented is valid, sufficient and reliable.

ASDAN cannot be held responsible for any difficulties that arise in the delivery or assessment process as a result of internal recruitment decisions. Recruitment should be made at the discretion of centres, and centres should be aware that it is their responsibility to ensure that all staff involved in the delivery and assessment of ASDAN qualifications are suitably qualified.

Examples of relevant qualifications: Assessor/Internal Verifier awards
Examples of work experience: Demonstrable experience of knowledge of the subject area.

The ASDAN **Centre Guidance** (Section 2.2, Roles and Responsibilities) outlines the range of functions necessary for candidate achievement, and the expectations for suitable qualifications/experience.

7. Units
The units listed below are available for the qualification.

Title	Level	Unit reference	Credit rating (if applicable)
Problem Solving	1	PS1	n/a

8. Structure of the qualification
The qualification is not credit-based and consists of one mandatory unit.
Evidence to fully meet the PS standards is generated by completing activities through which candidates need to demonstrate their competence by presenting a portfolio of evidence that clearly demonstrates their ability to meet the standards.

The standards consist of
- A short overview of the Key Skill at the relevant level
- What the candidate needs to know how to do (Part A)
- What the candidate must show they can do (Part B)
- Examples and guidance

To demonstrate working at the appropriate level, candidates are required to use the recording documents provided by ASDAN, which support the consistent production of evidence.

The mandatory **Standards with Guidance** document, which is provided to support centres in the delivery and assessment of the qualification, provides additional guidance on the appropriate type, quality and quantity of evidence required in order for candidates to show they have met the required standard.

The mandatory **Centre Guidance** contains all the information centres need in order to successfully deliver, assess and internally moderate the qualification and submit candidates for certification.

9. Prior achievement and recognition of prior learning

No mandatory prior qualification, attainment or experience is required. However, as Key Skills build upon the skills and knowledge acquired within a range of education and training experiences, there may be evidence that could be accredited via APL (providing performance was both current and subject to authentication). Centres are responsible for ensuring that this qualification is appropriate for the age and ability of their candidates.

Recognition of Prior Learning (RPL)

RPL is where a candidate has achieved something relevant to the qualification without formal recognition such as a certificate. ASDAN has a policy on RPL which allows all claims to be considered on an individual basis.

10. Progression Opportunities

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The Key Skills qualifications are designed to enable learners to progress at their own pace. Each level of the key skill above level 1 incorporates and builds on the previous ones. The key skills qualifications not only recognise the learner's current capabilities, they also require them to identify how they can further improve their skills to meet new demands at higher levels.

11. Assessment and moderation

Candidates complete a **portfolio of evidence**, generated from appropriate activities, which is internally assessed by centre assessors against the unit assessment criteria. Assessors need to ensure that there is explicit evidence in the portfolio to show that the candidate has met the required standard:

Provide at least **two** examples of meeting the standard for PS1.1, PS1.2 and PS1.3. **Each** example should cover a different problem and identify at least **two** different ways of tackling it (for PS1.1).

In order to ensure that the candidate can demonstrate knowledge and understanding that may not be explicitly shown in the portfolio, a series of **Part A questions** is provided.

The portfolio must consist of:

   • an **Assessment Checklist** which clearly records what the evidence is and where it is located
   • a portfolio of evidence (including **Part A questions**), that demonstrates that the candidate has successfully met all of the requirements described in Part B of the relevant Key Skill.
   • **Plan, Do, Review sheets,** these are intended to support candidates in providing sufficient and valid evidence for assessment to meet the requirements of each unit.

A **Candidate Log** can be downloaded from the ASDAN website. This contains **Assessment Checklists** which must be completed by the assessor when the candidate completes each unit. Each Assessment Checklist must be signed by the candidate, assessor and internal moderator to authenticate the work, and added to each candidate's portfolio of evidence. The **Candidate Record** pages of the Candidate Log help the candidate to track their progress and are used by the Internal Moderator to record internal moderation and feed back to the assessor after sampling.

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Evidence may be drawn from work undertaken within the full range of qualifications in schools and colleges It may also be drawn from activities undertaken as part of wider curriculum enrichment programmes (including ASDAN's own programmes), PSHE, work experience, employment, voluntary and youth work.

Wider Key Skills resources (Observation Records, Witness Statements etc). These documents are intended to support candidates in providing sufficient and valid evidence for assessment to meet the requirements of each unit. They have been developed with reference to the different parts of the national standards.

Internal moderation is undertaken by the centre, following their own sampling strategy. The internal moderator provides the vital link between the assessors and the external moderator, and acts as the centre's quality assurance representative.

External moderation is carried out by ASDAN's External Moderators who look at the quality and compare the standards of a sample of candidates' work to ensure that national standards are being met, monitor assessment practice and, where problems are identified, take action to ensure that assessment conforms to national standards.

12. Assessment language
ASDAN qualifications are published and assessed in English only.

13. Standards
The standards for the qualification are as follows:

Title:	Problem Solving	
Level:	1	
Credit Value (if any):	n/a	
Learning outcomes The learner will:		Assessment criteria The learner can:
1.1 Confirm with an appropriate person that they understand the given problem and identify different ways of tackling it		1.1 Check that they clearly understand the problem they have been given 1.2 Check how they will know it has been solved 1.3 Come up with different ways of tackling the problem
1.2 Confirm with an appropriate person what they will do and follow their plan for solving the problem		2.1 Help decide how they will try to solve the problem 2.2 Plan what they need to do 2.3 Follow their plan, working safely and using support given by others to help tackle the problem
1.3 Check with an appropriate person if the problem has been solved and how to improve their problem solving skills		3.1 Check if the problem has been solved using the methods they have been given 3.2 Identify clearly what went well and less well in tackling the problem 3.3 Check what they need to do to improve their problem solving skills
Additional information about the unit		
Organisation reference code		PS1
Unit aim/purpose		The unit focuses on the ability of the candidate to tackle problems systematically, for the purpose of working towards their solution, and learning from this process.
Requirements about the way the units must be assessed (if appropriate)		N/A
Guidance on suitable types of supporting evidence		Mandatory: Part A questions, Plan, Do, Review sheets, candidate logbook Optional: Products of the candidate's work, such as artefacts or documents; assessor observation; candidate report; audio/video recording; witness statements; other relevant evidence
Unit review date		30/06/2018
Equivalent ASDAN unit/s or exemptions		N/A

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Sample Part A questions, Assessment Checklist and Candidate Record:

Part A Individual Questions

*The assessor should put a tick against questions which **have** been addressed within the portfolio, and note where the evidence can be found. Responses to the other questions should be recorded – in writing by the assessor, or by the candidate, or on audio or videotape. This sheet should be included in the candidate's portfolio and referenced on the assessment checklist.*

PS1.1

1. What questions did you ask about the problem to make sure you understood it?
   -
   -

2. What might help you to find out how to solve a problem?

PS1.2

3. What things did you consider when making your plan?
   -
   -

4. How did you make sure you were following the plan safely?

PS1.3

5. There are different methods of making sure that a problem has been solved. Give at least one example.

6. What ways could you improve your approach to different stages of the problem solving process? E.g. when deciding on ways to tackle the problem, when planning and trying out the chosen option, when checking if the problem has been solved.
   -
   -

Assessor Declaration: *I confirm the candidate's knowledge and understanding of Part A of the standards, and that the responses above are the candidate's own*

Assessor name: **Assessor signature:**

Candidate name: **Date:**

Answers recorded by *(please state)*:
assessor ☐   **candidate** ☐   **on audiotape** ☐   **on videotape** ☐   **other** ☐

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Assessment Checklist	Problem Solving: Level 1

You must: Provide at least two examples of meeting the standard for PS1.1, PS1.2 and PS1.3. Each example should cover a different problem and identify at least two different ways of tackling it (for PS1.1).

Assessment criteria	Evidence must show you can:	
PS1.1 Confirm with an appropriate person that you understand the given problem and identify different ways of tackling it.	1.1.1	check that you clearly understand the problem you have been given
	1.1.2	check how you will know it has been solved
	1.1.3	come up with different ways of tackling the problem
PS1.2 Confirm with an appropriate person what you will do and follow your plan for solving the problem.	1.2.1	help decide how you will try to solve the problem
	1.2.2	plan what you need to do
	1.2.3	follow your plan, working safely and using support given by others to help tackle the problem
PS1.3 Check with an appropriate person if the problem has been solved and how to improve your problem solving skills.	1.3.1	check if the problem has been solved using the methods you have been given
	1.3.2	identify clearly what went well and less well in tackling the problem
	1.3.3	check what you need to do to improve your problem solving skills

Location of evidence: List your items of evidence, the assessment criteria they refer to and where they are located in your portfolio.

		PS1.1			PS1.2			PS1.3		
Page	Evidence for problem 1	1.1.1	1.1.2	1.1.3	1.2.1	1.2.2	1.2.3	1.3.1	1.3.2	1.3.3
Page	Evidence for problem 2	1.1.1	1.1.2	1.1.3	1.2.1	1.2.2	1.2.3	1.3.1	1.3.2	1.3.3
	Part A questions									

Indicate the location of evidence of PS1.1 (options for tackling problems)

Problem 1: Option 1 [　　　] Option 2 [　　　] **Problem 2:** Option 1 [　　　] Option 2 [　　　]

Assessor Declaration: "I confirm that the details above are correct, that the evidence submitted is the candidate's own work and the candidate meets all of the requirements for certification of this Key Skill."

Assessor name: [　　　　　　　]　　Assessor signature: [　　　　　　　]

Candidate name: [　　　　　　　]　　Date: [　　　　　　　]

Candidate Record	Problem Solving

Candidate name: [   ]   ASDAN candidate number: [   ]

Key Skill (circle one):   Problem Solving   L1   L2   L3   L4   ASDAN centre number: [   ]

Internal Moderator Declaration: "I confirm that...

Yes ✓   No ✗

☐ ☐ the assessor has signed and dated the summative assessment records

☐ ☐ this unit has been sampled

☐ ☐ the details above are correct and the candidate meets all of the requirements for the certification of this Key Skill

_____ IM name _____ IM signature _____ Date

Internal Moderation

Assessor name: _____

Feedback to the assessor
Comments on the nature and sufficiency of the evidence (should only be completed if the portfolio is sampled):

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