

# Award in Volunteering at an Event

## Entry 3 Specification

# Volunteering at an Event Entry 3 Award Qualification Specification

## 1. Title

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

ASDAN Entry Level Award in Volunteering at an Event (Entry 3)

Accreditation Number: 601/0760/1

In England and N. Ireland it appears in the Register of Regulated Qualifications. In Wales it appears in the QiW (Qualifications in Wales) database.

## 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** 16 hours

**Total Qualification Time** under review

## 4. Qualification Dates

Operational End Date: 31/08/2018

Certification End Date: 31/08/2020

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, 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](http://www.asdan.org.uk).

## 5. Objective of the qualification

The ASDAN Entry 3 Award in Volunteering at an Event is designed to help candidates understand the purpose of an event and to enable them to show they know how to make a useful contribution to an event as a volunteer. It also enables them to show they are able to carry out tasks/activities to the required standard, reflect on their performance and identify how they could improve.

## 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.

# Volunteering at an Event Entry 3 Award Qualification Specification

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)
Volunteering at an Event	E3	VAE E3	2

## 8. Structure of the qualification

The qualification comprises a single credit-based unit which candidates must complete to achieve the Award.

Evidence of understanding and skills development to fully meet the Volunteering at an Event Standards is generated through involvement in an event or events, (approximately 20 hours of work).

**Resource sheets** have been developed to help candidates generate appropriate and focused evidence. These can be downloaded from the members area of the ASDAN website and their use is optional if equivalent evidence is provided in other ways.

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 learners 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 learners for certification.

## 9. Prior achievement and recognition of prior learning

There are no specific recommended prior learning requirements for this qualification. Event Volunteering Qualifications are for anyone aged over 14 who chooses to give their time for the

# Volunteering at an Event Entry 3 Award Qualification Specification

benefit of the community without payment. There are no specific candidate entry requirements. 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

ASDAN Level 1 Award in Volunteering at an Event

A range of skills and qualities can be developed through volunteering, including: customer service; team working; coping with problems; communication, ICT and numeracy; adaptability and flexibility; positive attitude to work; experience of the workplace; confidence and self-esteem; organisational skills. These skills can also be accredited through the Wider Key Skills and ASDAN Employability qualifications.

## 11. Assessment and moderation

Candidates complete a **portfolio of evidence** 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.

There is a mandatory **Assessment Checklist** provided for each unit (see example below). These can be downloaded from the ASDAN website and 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.

**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:

## Volunteering at an Event Entry 3 Award Qualification Specification

Title:	Volunteering at an Event	
Unique reference number	Y/505/0597	
Level:	Entry 3	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E3.1 Understand the purpose of an event and what will happen at an event	1.1 Identify the purpose of the event 1.2 Identify when and where the event will take place 1.3 Identify the main activities and timings of the event	
E3.2 Understand own responsibilities as a volunteer at an event	2.1 List the tasks/activities they have agreed to carry out 2.2 List the health and safety rules they need to follow 2.3 State who they need to report to if there is a problem	
E3.3 Be able to meet own responsibilities at an event	3.1 Meet time keeping and attendance requirements 3.2 Carry out straightforward tasks/activities to the required standard 3.3 Make use of help and advice when given	
E3.4 Be able to reflect on their own performance at an event and identify how they could improve	4.1 Identify what went well and less well with own work 4.2 Agree with an appropriate person how they could do better at a future event	
Additional information about the unit		
Organisation reference code	VAE E3	
Unit aim/purpose	To enable learners to show they know how to make a useful contribution to an event as a volunteer and are able to carry out tasks/activities to the required standard and reflect on their performance and identify how they could improve.	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Event documentation (e.g. publicity materials, programme, health and safety information, minutes of meetings) with relevant parts highlighted/annotated; candidate notes; records of discussions and reviews; observation records/witness testimonies, with explanatory statements; video recordings/photos with explanatory statements; other relevant evidence	
Unit review date	28/02/18	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Single mandatory unit	
Equivalent ASDAN unit/s or exemptions	N/A	

# Volunteering at an Event Entry 3 Award Qualification Specification

## Assessment Checklist:

<b>Assessment Checklist – Volunteering at an Event Entry 3</b>				
<b>Volunteering at an Event (VAEE3) 2013</b>				<b>Credits: 2</b>
<b>Learning outcome</b>	<b>You will:</b>	<b>Assessment criteria</b>	<b>You can:</b>	<b>Evidence Page No.</b>
VAEE3.1	Understand the purpose of an event, and what will happen at the event	E3.1.1	Identify the purpose of the event	
		E3.1.2	Identify when and where the event will take place	
		E3.1.3	Identify the main activities and timings of the event	
VAEE3.2	Understand your own responsibilities as a volunteer at an event	E3.2.1	Lists the tasks/activities you have agreed to carry out	
		E3.2.2	List the health and safety rules you need to follow	
		E3.2.3	State who you need to report to if there is a problem	
VAEE3.3	Be able to meet your own responsibilities at an event	E3.3.1	Meet timekeeping and attendance requirements	
		E3.3.2	Carry out straightforward tasks/activities to the required standard	
		E3.3.3	Make use of help or advice when given	
VAEE3.4	Be able to reflect on your own performance at an event and identify how you could improve	E3.4.1	Identify what went well and less well with your own work	
		E3.4.2	Agree with an appropriate person how you could do better at a future event	
<p><b>Assessor Declaration:</b> <i>"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 unit."</i></p> <p><b>Candidate Declaration:</b> <i>"I confirm that the evidence in this portfolio is all my own work."</i></p>				
<b>Candidate name:</b>		<b>Candidate signature:</b>		<b>Date:</b>
<b>Assessor name:</b>		<b>Assessor signature:</b>		<b>Date:</b>
<b>Internal Moderator name:</b>		<b>Internal Moderator signature:</b>		<b>Date:</b>