



Excelon
Learning

Assessor

Level 3 Certificate in Assessing Vocational Achievement

FOCUS AWARDS 





Course Description

The **Level 3 Certificate in Assessing Vocational Achievement (CAVA)** is an Ofqual regulated assessor qualification designed for individuals looking to assess the competence and performance of learners in both vocational and skills/workplace setting. This L3 CAVA Assessor Course builds on the basic knowledge of assessment and offers learners practical skills required to perform reliable, fair and valid assessments.

Course Structure

The **Level 3 Certificate in Assessing Vocational Achievement (CAVA)** consists of **three units**.

**UNIT
01**

Understanding the principles and practices of assessment

**UNIT
02**

Assess occupational competence in the work environment

**UNIT
03**

Assess vocational skills, knowledge and understanding



How We Support You – Our Support and Delivery Model

Our courses are designed to be accessible, supportive, and suitable for learners at all levels. All learning materials are written in clear, straightforward language to help learners build understanding and confidence.

Courses are delivered entirely through **self-paced distance learning** via our online platform, enabling learners to study flexibly alongside work, education, or personal commitments.

Learners have continuous access to tutor support throughout their course. Tutors can be contacted via the VLE or email, with responses typically provided within 24 to 48 hours.

Additional **on-demand support sessions** may be arranged where required. Regular **live webinars** are also offered, subject to tutor availability, providing opportunities for engagement, questions, and reinforcement of learning.

Assessment Process

Assessment is completed through:

Written assignment including practical demonstration of assessment skills

Individuals will be required to assess learners engaged in work-based and theoretical courses for 2nd and 3rd unit of the course.

There are **no formal examinations**. Assessment focuses on demonstrating understanding, awareness, and the ability to apply knowledge appropriately.

Course Duration

The course offers self-paced modules. It can be completed within **a week or over a duration of 2 months** based on the learner's own pace. However, the course access expires after a year and a re-enrolment charge is applicable.



Our Process

01.

Choose & Pay for Your Course Online

Select your desired course and payment method online. Opt for either full payment or convenient monthly instalments where available. Complete your payment after filling out the application form.

02.

Fill Out the Enrolment Form

After payment, you will be prompted to complete the enrolment form. This form gathers all necessary details required for your registration with the awarding organisation.

03.

Access the VLE – Moodle

Start your course on our user-friendly Virtual Learning Environment (VLE). Here, you will find all learning materials, resources, and guidance required to support your studies. Your dedicated tutor will guide you through the process and provide feedback throughout your learning journey.

04.

Submit Assignments & Receive Feedback

Engage in the learning process by submitting assignments through the VLE. Your assigned tutor will provide constructive feedback to help you refine your work and make progress in your studies.

05.

Successfully Complete Assignments

Work diligently to complete all required course components and assessment tasks. Your commitment and effort will contribute to successful course completion.

06.

Obtain Your Accredited Certificate

Upon successfully completing the course, your work will undergo internal quality assurance and external verification. Once approved, you will receive an Ofqual-regulated accredited certificate recognising your achievement.



Course Brochure Takeaways

A nationally
recognised
Level 3 assessor
qualification
(CAVA)

Ideal for
assessing
both workplace
competence and
vocational
knowledge

Flexible online,
self-paced
study

No formal
exams – assessed
through
assignments and
practical
assessment

Requires access
to learners in
both work-based
and classroom
settings

Recognised
pathway to a full
assessor role
across multiple
sectors

Level 3 Certificate in Assessing Vocational Achievement

Apply Now