

## **AJF NCAS – MENTOR / ASSESSOR GUIDELINES / LEVEL 2**

- 1 NCAS POST COURSE ASSIGNMENTS** – Upon completion of a NCAS course candidates are given an agreed time (usually 3-4 weeks) in which to complete all documentation and assignments, which are then forwarded in one package to the Course Presenter.
  - 1.1 The documentation to be completed and signed is:
    - Post Course Competency Assessment – signed by the Head of School
    - Plus any outstanding documents not already completed during the course
  - 1.2 The assignments are in three parts A, C, and D
    - Part A – relates to documents that are required only if these have not previously been submitted – this refers usually only to associate member schools
    - Part C – relates to the group assignments Level 2 and 3. Candidates from the same school complete these together
    - Part D – relates only to Level 2 candidates and include the conduct of a session which has to be assessed
  - 1.3 Level 2 or 3 candidates as part of their role may have the responsibility of ensuring all documentation and assignments within Part A, C and D for their school are completed and submitted to the assigned Session Assessor by the due date.
- 2 ASSESSMENT OF PART D – Session Plan** - This assessment is conducted by a designated assessor in line with the following guidelines:
  - 2.1 Prior to the first candidate Session to be assessed - time should be allowed for all participants to participate in a general warm-up and break falls
  - 2.2 The Level 2 candidate shall have completed two copies of their Session Plan and hands one to the assessor, the second copy is for their own reference during the session
  - 2.3 The session should complete within 45 minutes however the Assessor may during the session direct the candidate to move to the next part of their session
  - 2.4 Upon completion of the session the candidate completes their 'Self Reflection Diary' – this is then given to the assessor – who reviews this against their own completed assessment of the session
  - 2.5 The three completed documents: session plan; session assessment; and self reflection diary; make-up what is required for Part D
  - 2.6 If the overall assessment is rated as 'Not Yet Competent' the candidate may be given another opportunity to present again at another convenient time
- 3 COLLATED DOCUMENTATION** – The Assessor will then receive and collate all documentation and forward to the designated person, for on forwarding to the Course Presenter.