

# ETC Awards Ltd – FAQ's

1. Assessor/candidate ratios? What is the maximum number of candidates that I can assess?
  - There is no recommended number, however, it may be considered good practice to limit the number of candidates to 8-12.
2. Do you need an IV and centre co-ordinator at each site?
  - Yes
3. Can the centre coordinator be the IV?
  - Yes
4. How long do assessor's and IV's have to complete their portfolio?
  - Both portfolios must be completed within 18 months of registration.
5. How long does a candidate have to complete their portfolio?
  - No time constraints for completion.
6. Who can sign assessments while I am still trying to qualify as an IV?
  - By another qualified IV from within the centre or from ETC Awards.
7. What is the time constraints regarding claiming proxies
  - Five years starting from the date the proxy was issued.
8. What's the difference between a proxy and an exemption/concession?
  - Proxy: using a qualification to replace the tested part of the Keyskills. Eg: GCSE grade A\* to C in Mathematics means that there is no requirement to sit the external Keyskills exam.  
Exemption/Concession: If a candidate has A\* to C in GCSE or Irish leaving Certificate then there is no requirement for external Keyskills test or portfolio element of Keyskills Level 2.
9. Does the IV need to be a qualified assessor?
  - Yes, according to ENTO standards, however SEMTA have a more pragmatic approach (see SEMTA assessment strategy).
10. Do I need to hold the A1 qualification to assess other candidates on their A1 qualification?
  - Yes, you must hold the equivalent assessor qualification i.e. A1/A2/D32/D33
11. Do I need to be a qualified assessor before I start to work towards my IV qualification?
  - Yes, see Q9.
12. As an assessor/verifier who holds the D32/33/34/35 and wants to achieve the equivalent A1/A2/V1 units do I need to have the units countersigned?
  - No.
13. If I do not complete/assess any assessments for 2 yrs do I need to re qualify?
  - No, but you must update D qualifications before starting again.
14. Does the A1 assessor need to have occupational competence in the NVQ being assessed.
  - Yes
15. What are the L units?
  - Learning and Developing units (ENTO)