



Reference	SSA_Assess
Version	1.0
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Approved	MD

Approach and methods of assessment

Each module comprises two assessed elements, the first formative and the second summative. Preparatory tasks (Assignment One) prior to each workshop make up the formative element requiring participants to research and prepare a topic related in order to discuss it, engage in group work based on that topic, create a poster or make a brief presentation. Facilitators provide individual feedback to participants.

The principal element of assessment is Assignment Two, the summative element which attracts the marks for the module. This is an extended piece of written work in the form of an essay, report or proposal of 3,000 words or equivalent, to be completed following the workshop within one month.

The focus of Assignment Two assessments is work-based, participants being encouraged wherever and whenever possible to use their own place of work to develop their assignments on the assumption that assignments are seen as an integral aspect of personal and professional development, are directly relevant, and enable individuals to apply new knowledge and insights into their existing roles to the benefit not only of themselves but those companies for which they work.

The Assignment Two assessment briefs contain the assessment criteria.

Silverback seeks to ensure that assessment requirements are made explicit and transparent in assignment briefs by including the following:

- What the assignment requires the participant to demonstrate, e.g.: identifying the needs of a client, along with products and/or services with which they may be unaware, and indicating significant resource demands.
- General Guidelines such as, significant features of the workplace, whilst avoiding too much description and the allocation word limits to assignment sections
- And the assessment criteria against which the participant's work will be judged, such as the demonstration of understanding, awareness of alternatives and the reasoning behind selections and decisions made.

Assignments will be given a percentage mark and a grade according to the Silverback Generic Marking Scheme. The pass mark for the module is 40%.

Assignments are marked by the workshop facilitator. In order to ensure overall standards and equity participants' work is moderated by a second facilitator and is available for inspection and comment by the External Examiner. See Section 8.