

Assessment Manual

Personal Safety

M1H15

Award Type: Minor

Award Level:1

Version: 1.0

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1. Assessment Overview

Personal Safety M1H15 is a QQI Level 1 minor award. At QQI Level 1, a student is graded as Successful or Referred:

Successful means that all the learning outcomes from the Component Specification have been demonstrated to an appropriate standard in the Students Portfolio of Assessment.

Referred means that the portfolio of assessment needs further work by the student before they can demonstrate the standard and achieve certification from QQI. When a student has not achieved the minimum standards for an award the grade is recorded as referred.

This minor award contains the following assessment technique:
Portfolio Collection of Work (100%)

This minor award is assessed by a portfolio or collection of work. This is a collection of work produced by the learner over a period of time that demonstrates achievement of a range of learning outcomes.

All learning outcomes must be achieved to get a Successful grade.

Learners will be given an assessment completion date by their course tutor. **If learners do not complete their assessment by this date, they will be given a referred result.**

1.1 Assessment Criteria for Tutors

Tutor best practice is to ensure that all learners have the opportunity to demonstrate their learning, carry out each assessment and present it to the best of their ability.

Each module/course will have an assessment framework and a range of assessments and tasks for learners to complete.

The assessment brief clearly communicates to learners all assessments and learning tasks that need to be successfully completed to obtain the respective QQI qualification.

The assessment brief is structured to support learners to engage with and complete all module/course learning outcomes.

1.2 Assessment Brief

The assessment brief must be clearly laid out for the learner.

The assessment brief and agreed deadline must be communicated to the learner by the course tutor.

Learning outcomes must be mapped in the assessment.

The marking allocation for assessment must be clearly stated on the assessment brief.

1.3 Learner Declaration

Learners must ensure that all work presented is learner's own work. The learner will sign the learner declaration section. Signing this section means that learners confirm the coursework and assessment submitted is their own.

When all assessment work has been submitted the course tutor must ensure each learner signs the learner declaration section in the course assessment brief.

1.4 Assessment Overview

The assessment overview section in the assessment brief must be signed by **both the course tutor and the learner**.

The date the assessment brief was given to learners must be recorded.

The date all assessments were returned to the course tutor must be recorded.

This recording process ensures that the assessment brief has been distributed to the learner by the tutor and all assessment task elements have been submitted by the learner.

1.5 Tutor Marking Review

Some courses may have a course assessor who is not the course tutor.

The course assessor must be clearly identified in the assessment grading and recording process.

In the tutor marking review section of the assessment brief tutors/assessors must confirm that they have graded all assessment task elements and course assessments.

Tutors/assessors must clearly document if the learner has or has not completed all assessment tasks successfully.

2. Grading and Feedback

2.1 Grading

Assessors must complete all elements of the course marking sheet to award the learner their course grade.

Assessors will grade using the specified grading bands and outline the following:

The Assessment Criteria – Outline the learning outcome(s) the assessment is being graded against.

Allocation of Marks – Assessors will tick if the learning outcome has been achieved through successful completion of the relative assessment.

Evidence of Assessment – This must include the Assessment Title and Number. If there is an affiliated worksheet or handout allocated to the assessment the worksheet number must also be clearly outlined.

Grade Awarded – Assessors must specify the grade awarded and sign to validate the grade given to the learner. Date of grade issue records the date the grade was awarded by the course tutor.

2.2 Learner Feedback

Assessors must record the mode of feedback and date of feedback issue to the learner.

Overall course feedback to learners should contain the grade awarded to the learner as well as specific assessment related portfolio of work /skills demonstration feedback.

Feedback should be communicated in line with the learner's own preferred communication method and in line with SJOGCS13 Policy on using a Total Communication Approach.

3. Internal and External Verification

The course assessor must follow the process of preparing for internal and external verification.

All learner portfolios and assessment must be presented by the course assessor for internal/external verification.

The assessor is required to complete the course assessor section of the Lifelong Learning Internal Verification Submission Checklist. (See appendix 1).

The assessor must present each learner portfolio as follows:

Portfolios

1. a) Module Name
 b) Module Code
 c) Learner Name
2. Completed assessment brief signed by the learner and tutor/assessor.
3. Completed marking sheet to include grading and feedback signed by module(s)/course assessor.
4. Evidence of learner assessment work – Clearly signposted and audio-visual work stored in the appropriate online location.

4. Learning Outcomes Mapping

Award Title:	Personal Safety
Award Type:	Minor
Framework Level:	1
Award Code:	M1H15
Credit Value:	5
Assessment Technique:	Portfolio of Work

Please note below all learning outcomes that must be achieved and evidenced for a learner to achieve a successful grade.

Module Learning Outcome	Assessment Technique(s) / Tasks
LO 1 Recognise symbols relating to personal safety in a given location, e.g. red traffic light meaning stop, fire exit sign.	Assessment 1
LO2 Name situations at home/in community/workplace that put personal safety at risk, e.g. stranger-danger, travelling at night.	Assessment 2
LO3 Demonstrate safe practice for frequently encountered potential risk situations in the daily environment, e.g. crossing a road safely, cooking, fire drill, travelling with a companion, seeking help or clarification when uncertain.	Assessment 3
LO4 Identify people with responsibility for safety in everyday situations, e.g. workplace supervisor/health and safety officer, Garda	Assessment 4

5. Staff Supporting Assessment Agreement

(Only to be completed by staff who are supporting learners availing of learning support to complete assessment)

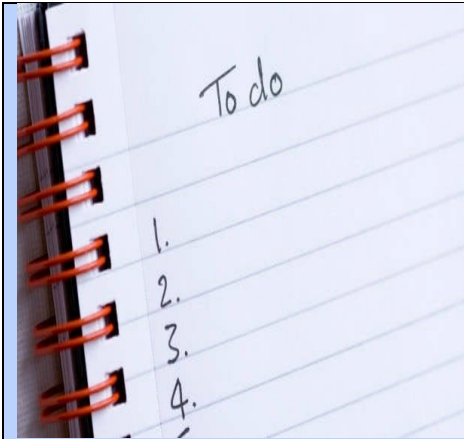
Supporting Staff Agreement I will:	Initial
Agree a time with the learner to provide learning support in order to assist the learner's independent completion of course and assessment related work. To add this learning support time to our weekly timetable.	
Support the learner to ensure they have signed and dated their assessment brief	
Support the learner to record their assessment submission date, deadline and encourage contact with tutor if required	
Encourage the learner to keep work safe and secure at all times	
Support the learner to complete student feedback and course evaluation	
Facilitate independent learning activities	
Encourage learning opportunities and skills use from course where appropriate	

5.1 Assessment Brief – Personal Safety

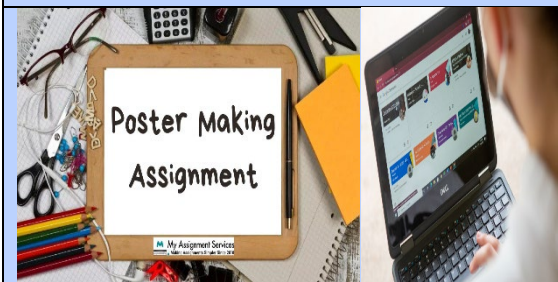
Learner Name:	
Module:	Personal Safety
Module Code:	M1H15
Level:	1
Technique:	Portfolio of Work
Grading:	S = All assessments are completed satisfactorily R = Assessment incomplete or not completed satisfactorily
Assessment Start Date:	
Assessment Submission Deadline:	

Programme Module Title:	Community Education
Component Title and Code:	Personal Safety M1H15
Level	1
Assessment Technique	Portfolio of Work
Weighting	100%
Agreed Deadline	



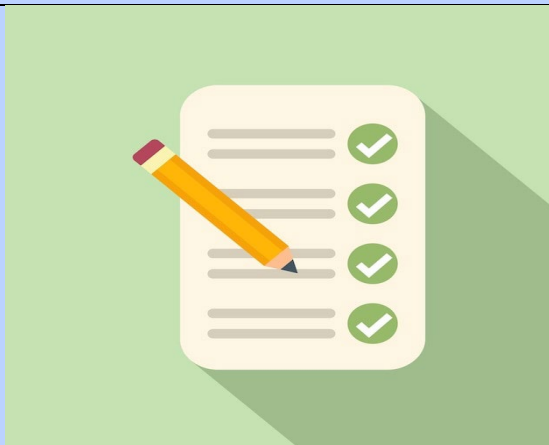


There are **4 Assessments** for you to complete as part of your portfolio of work for your module **Personal Safety**

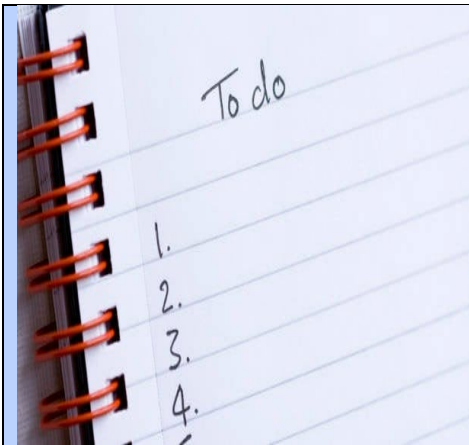


You can present your work in the way that works best for you;

- **Making a Poster**
- **Making a Video**
- **Using Worksheets**

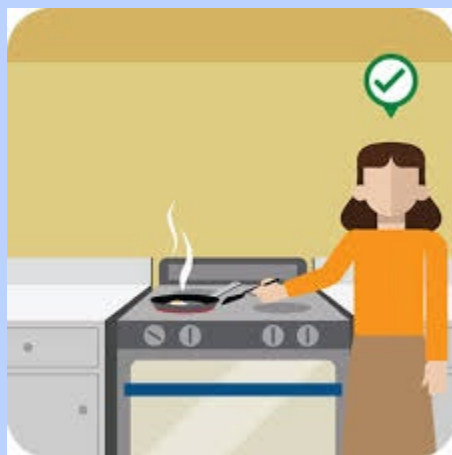


You must complete all the **4 Assessments**



Guidelines:

Within this module you will become familiar with Personal Safety and recognising the different symbols relating to safety that are used in everyday life. You will examine safe practice for risk situations and also identify people with responsibility for safety in everyday life.



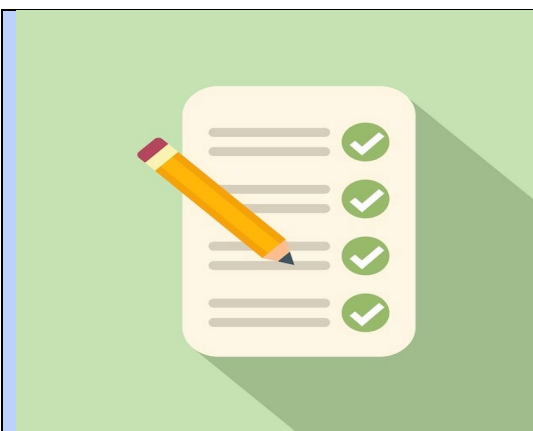
Criteria:

PS1 – Recognise symbols relating to personal safety in a given location, e.g. red traffic light meaning stop, fire exit sign.

PS2 – Name situations at home/in community/workplace that put personal safety at risk, e.g. stranger-danger, travelling at night

PS3 – Demonstrate safe practice for frequently encountered potential risk situations in the daily environment, e.g. crossing a road safely, cooking, fire drill, travelling with a companion, seeking help or clarification when uncertain

PS4 – Identify people with a responsibility for safety in everyday situations, e.g. workplace supervisor/health and safety officer, Garda, Fireman



Title Assessment 1 – PS1: Guidelines

You will need to identify safety symbols:

How Will You Do This:

Activity One:

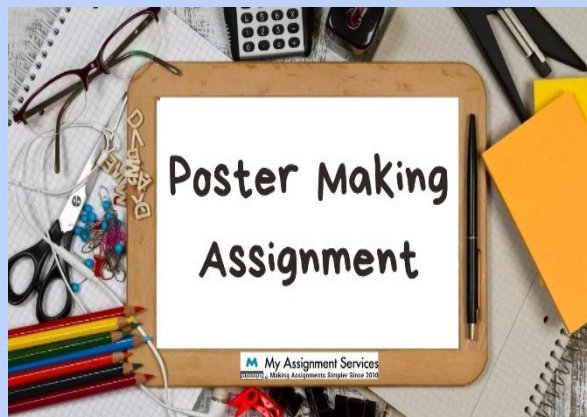
- You will take part in a discussion about personal safety and recognising 3 safety symbols when out and about in public.
- You can either draw the 3 symbols or trace over them with your finger.
- You will then need to choose your favourite symbol and decorate it.

Activity Two:

- You will need to identify traffic lights and what each colour means Green, Red and Orange.

*Recognising Personal
Safety in Everyday Life:*

How They Did This:



Activity One:

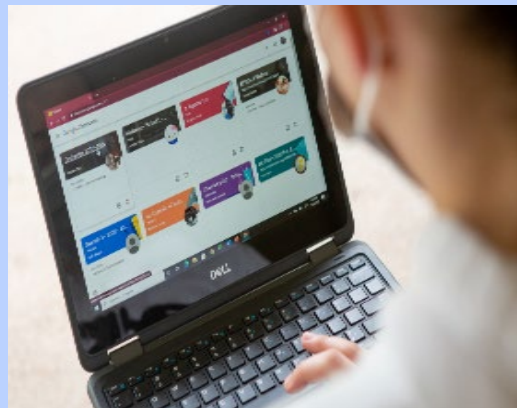
- You will need to make a poster where you have matched pictures of safety symbols to their corresponding warnings.
- You will need to take printouts of safety symbols into the community or around the Day Service and match them to the printouts.

Activity Two:

- You will need to cut out safety symbols to create a block design.
- You will need to match the safety symbols to create three different pictures of warning signs, e.g. Fire Exit sign, Do Not Enter sign, Mind the Gap sign.

Activity Three:

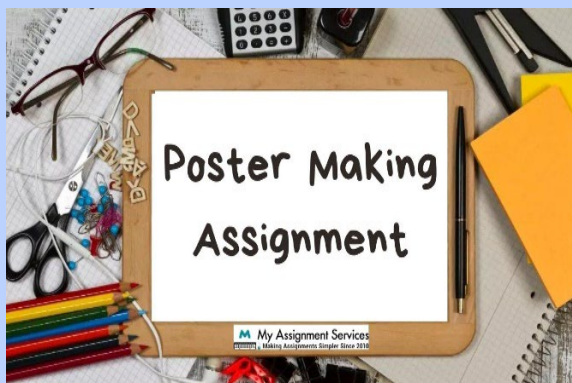
- You will choose and print out a picture of a road safety symbol, i.e. Traffic Lights, a Lollypop Lady, a STOP sign.
- You will create your own picture of a Road Warning Sign.
- You will use different symbols that you might



see outside a children's school for road safety.

Learning Outcome:

Recognise symbols relating to Personal Safety and forms that are used in everyday life.



Title Assessment 2 – PS2:

Guidelines:

Identifying situations that will put personal safety at risk:

How You Will Do This:

Activity One:

- You will have a discussion about strangers and different situations, i.e. If someone you have never met approaches you and says they lost their dog and wants you to walk away with them to go and find their dog, what do we do?
- You can draw or print an image of a stranger-danger situation.
- You can talk about a scene from a movie or TV show about someone travelling alone at night and the outcome of this.

Activity Two:

- You will make a poster showing different dangerous situations a person might be in.

How You Will Do This:

Activity One:

- You will choose a scenario about personal safety, i.e. Chatting to a stranger, walking alone at night or getting lost in a new city/town and discuss



Personal Safety Tips When Working Alone



Assess the risks

Have a safety plan

Stay Connected

Secure the area

Set boundaries

Be aware of surroundings

Learn self-defence

Stay healthy



the risk related to the scenario.

- You will make a representation of one of the scenarios using papier-mâché.
- You will choose to make an item out of a papier-mâché i.e. unknown person or and a picture of the someone alone at night.

Activity Two:

- You will complete a worksheet that discusses safety symbols and what they mean.

Learning Outcome:

Identify key situations at home/in community/workplace that put personal safety at risk.



Title Assessment 3 – PS3:
Guidelines:

Demonstrate safe practice for frequently encountered potential risk situations in the daily environment.

How You Will Do This:

Activity One:

- You will take part in a discussion and distinguish between safe and risk situations and list any identified risks on worksheets.
- You will be asked to select one risk situation you seen on TV or in a movie recently and document how you would handle this situation. What would you do in order to return to safety and a less harmful situation?

Activity Two:

Match up some worksheets in relation to what situations look risky and what situations look safe.



Activity Three:

Make a poster that warns others about dangers in the community and how to stay safe.

Learning Outcome:

Awareness around safe practice for frequently encountered potential risk situations in the daily environment.

Title Assessment 4 – PS4:

Guidelines:

Identify people and uniforms of those who work in the local community and their job is to keep people safe.

How You Will Do This:

Activity One:

Have a discussion and list all the different roles that people in the community play, roles whereby we look after other people. Write a list of all professions you come up with: Fireman, Lollypop Lady etc.

Activity Two:

On worksheets match the uniform to the word you see; Policeman, Firewoman, Traffic Warden, Doctor and so on.

Activity Three:

Create a poster with 3 people in uniforms who keep us safe; i.e. a doctor, traffic warden and so on.



Learning Outcome:

Being able to identify people and recognise the uniforms of those who work in the local community and what their job is.





Learner Declaration (Learner to complete this section)	
I confirm that all work in my portfolio has been completed by me.	Learner Signature: _____
	Date: _____
Assessment Overview (Both learner and course tutor complete this section)	
Date the assessment brief was given (insert date below) _____ Date the assessment was submitted by learner (insert date below) _____	Learner Signature: _____
	Date / /
	Course Tutor Signature: _____
	Date / /
Tutor Marking Review (Course tutor to complete this section)	
The tutor will deem the work successful when all assessments have been completed correctly and independently.	I can certify that < Insert Learner's Name > has / has not completed ALL elements of the assessment tasks correctly and independently. Course Tutor Signature: < Insert Tutor Signature >
	Date / /

6. Marking Sheet

Learner Name:		Date:		Course Code:	M1H15
Course Name:	Personal Safety	Level:	QQI Level 1		

Portfolio /Collection of Work – 100%
Grading Bands

Successful	Referred
Successful means that the learner has: Reached the required standard as outlined by the assessment criteria in the component specification. Provided sufficient evidence which has relevance and clarity.	Referred means that the learner has: Not achieved the minimum standards required as outlined by the assessment criteria in the component specification. Portfolio/Collection of work requires further work by the learner before they can demonstrate the required standard outlined in the assessment criteria in the component specification.

Assessment Criteria	Allocation of Marks	Evidence of Assessment
Learning Outcomes Demonstration	Tick if achieved	Assessment Workbook Title and Number
LO 1 Recognise symbols relating to personal safety in a given location, e.g. red traffic light meaning stop, fire exit sign.		Assessment 1
LO2 Name situations at home/in community/workplace that put personal safety at risk, e.g. stranger-danger, travelling at night.		Assessment 2
LO3 Demonstrate safe practice for frequently encountered potential risk situations in the daily environment, e.g. crossing a road safely, cooking, fire drill, travelling with a companion, seeking help or clarification when uncertain.		Assessment 3
LO4 Identify people with responsibility for safety in everyday situations, e.g. workplace supervisor/health and safety officer, Garda		Assessment 4
Grade Awarded	Tick as appropriate	Successful ☐ Referred ☐
Grade provided by (Tutor/Assessor Signature)		Date of grade issue: / /
Learner Feedback		
Mode of feedback provided to learner:	Tick as appropriate Video ☐ Text ☐ LEAP ☐ Audio ☐ Visual ☐	
Learner Feedback provided by (Tutor/Assessor Signature)	Date of feedback issue: / /	

Appendix 1: Submission Checklist for Course Assessor and Internal Verifier

Information Needed	Details	Assessor check	Internal Verifier check
Assessor Responsibility			
Name of component(s) and component codes being assessed.			
Learner Name			
Date of Assessment			
Is the portfolio corrected?			
Is DOB and PPS sent to QQI coordinator/included if first time being assessed?			
Is there evidence of all LOs included and are they clearly marked?			
Is audio visual evidence stored in the appropriate online location?			
Are all elements of the marking sheet completed i.e. all LOs ticked and proper code included?			
Has Learner and Assessor signed all relevant sections the assessment brief?			
Is assessor feedback included in portfolio?			

Internal Verification Responsibility			
Is portfolio clearly labelled and in the appropriate folder?			
Has label been printed and attached with Learner Name, Title of Component and code on Label?			
Are audio visual elements of portfolio stored in the appropriate online location?			
Has the tutor given the I.V. the correct Assessment Brief and Marking Sheet?			
Is the record of Award and component in the results pack?			
Is the I.V. report completed and included in the results pack?			
Is the Assessment Brief and Marking sheet for each component in the results pack?			

Review Record

Date Portfolios were handed to I.V: Date / /

By Assessor (Name): <Insert IV Assessor's Name Here>

Date Portfolio handed in for EA submission: Date / /

By I.V. (Name): <Insert IV Assessor's Name Here>