

Assessment and Evidence Pack

Criterion mapping, observation and discussion records, evidence logs, reasonable-adjustment controls, assessor decisions and IQA sampling.

Qualification route

Designed for use toward the NCFE Level 1 Award in Personal and Social Development (501/0672/7) through an approved centre. Otherwise describe it as Level 1-aligned enrichment.

Print-friendly by design

White pages, restrained colour, light table shading and no full-page dark fills. Reviewed 19 August 2026.

VDS Pro simulator activity supports evidence but does not itself award a regulated qualification or establish real-road driving competence.

1. Assessment rules

- Use the current NCFE specification and centre policies. They take precedence over this contextualised pack.
- Assess every criterion. Attendance, effort, score or VDS completion cannot substitute for criterion evidence.
- Use simulator records as supporting evidence and verify what the learner understands or did.
- Record prompts, support, scribing, assistive technology and reasonable adjustments without reducing the criterion demand.
- The centre assessor decides achievement. The IQA samples decisions before a certificate claim.
- For group activity, identify the contribution of each learner.
- Retain original evidence and feedback when a learner is re-taught and reassessed.

Status

This pack is a delivery aid, not an NCFE assessment instrument. The approved centre must approve its own briefs, tracking and quality-assurance use.

2. Criterion-to-evidence matrix

Unit 02: Developing self (K/502/0469)

Criterion	Published requirement (abridged)	Planned evidence	Decision/ref
1.1	Describe personal strengths or abilities	Strengths and abilities sheet; examples from baseline and observation	
1.2	Select an area for self development	Chosen development area recorded by learner	
1.3	Explain why this area is important	Learner explanation or professional discussion	
2.1	Prepare a plan for the identified area	Signed personal development plan	
2.2	List activities, targets and timelines	Plan with dated activities and target	
2.3	Plan how progress will be reviewed	Named review points, evidence and appropriate person	
2.4	Work through the agreed plan	Attempt records plus witness/assessor confirmation	
3.1	Review the self development plan	Learner review using before/after evidence	
3.2	Suggest improvements and amendments	Amended plan or review statement	
3.3	Explain how development will continue	Final continuation plan	

Unit 03: Dealing with problems in daily life (L/502/0464)

Criterion	Published requirement (abridged)	Planned evidence	Decision/ref
1.1	Describe a straightforward problem and its effects	Problem definition and effects sheet	
1.2	Suggest ways to tackle the problem	At least two possible responses	
1.3	Select and agree a way to tackle it	Tutor-approved selected response	
2.1	Plan activities needed to tackle it	Step-by-step activity plan	
2.2	Identify resources to help	Resources and support list	
2.3	Carry out planned activities	Activity log, simulator evidence and witness record	
3.1	Review the approach used	Structured review	
3.2	Describe what went well and less well	Learner reflection with examples	
3.3	Identify whether the problem has been solved	Decision and next action	

Unit 06: Individual rights and responsibilities (K/502/0472)

Criterion	Published requirement (abridged)	Planned evidence	Decision/ref
1.1	Give examples of rights as an individual	Rights worksheet with at least two examples	
1.2	Give examples of barriers to exercising rights	At least two barriers	
1.3	Identify support sources and describe how they help	At least two sources with explanations	
2.1	Identify responsibilities to self	At least two responsibilities	
2.2	State responsibilities to others	At least two responsibilities	
2.3	Demonstrate taking responsibility for self	Witnessed action and learner review	

Unit 11: Preparation for work (J/502/0477)

Criterion	Published requirement (abridged)	Planned evidence	Decision/ref
1.1	Describe personal and employability skills and qualities employees need	Employer skills worksheet	
1.2	Describe own skills, qualities and achievements	Personal profile linked to evidence	
1.3	Explain how own evidence relates to working life	Skills-to-work mapping	
1.4	Suggest areas for improvement	Two improvement areas	
2.1	Find out about a range of potential job roles	Research from at least two roles	
2.2	Match own skills, qualities and achievements to a role	Completed role-match statement	
2.3	Identify and prepare key application or interview information	Mock form, profile or personal statement	

3. Tutor observation record

Learner name		Group		Date	
VDS lesson			Role		

Observed action	Direct observation	Discussion	Not seen	Notes/evidence
Prepared safely and followed room/session expectations				
Followed the planned activity or instruction				
Made a relevant decision or used an identified resource				
Responded appropriately to feedback or support				
Demonstrated responsibility for self or others				
Explained what happened and the next step				

Exact NCFE criterion(s) this observation supports and why

Observer name/role		Signature/date	
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4. Professional discussion record

Learner name		Group		Date	
VDS lesson			Role		

Question or prompt

Learner's response in their own words

Follow-up used to verify understanding

Criterion, decision and evidence reference

Assessor name

Signature/date

5. Portfolio evidence log

Learner name		Group		Date	
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Ref	Date	Evidence title/type	Unit/criterion	Authentication/check	Assessor decision

6. Support and reasonable-adjustment record

Learner name		Group		Date	
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Learner need and normal way of working

Adjustment or support used

How the published criterion demand was preserved

Evidence that remains authentic to the learner

Review date and outcome

7. Unit decision and feedback

Learner name		Group		Date	
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Unit	All criteria evidenced?	Achieved / not yet	Key evidence references	Assessor/date
02 Developing self				
03 Dealing with problems in daily life				
06 Individual rights and responsibilities				
11 Preparation for work				

Feedback: what meets the criteria

Action: missing evidence, re-teaching or reassessment

8. Internal quality-assurance sample

Learner	Assessor	Unit/criteria	Evidence sampled	Decision agreed?	Action/date

IQA rationale, feedback and required standardisation actions

9. Final learner report

Learner name		Group		Date	
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Units achieved and evidence summary

Learner strengths and progress

Areas for continued development

Recommended progression

Qualification status: centre registration, claim or VDS enrichment only

Assessor		Signature/date	
IQA if sampled		Signature/date	