

ASSESSMENT AND QUALITY ASSURANCE PROCESS

MODERATION PROCEDURE

The moderation process focuses on assessment and quality assurance across the whole organisation and learner base. Freedom to create LTD is required to have an assessment process and system that is:

- Free from barriers which would restrict access and progression
- Free from overt or covert discriminatory practices with regard to gender, race or creed (Service Equal Opportunities Policy applies in full)
- Designed to pay due regard to the specific learning needs of individuals
- Based on assessments of outcomes of learning, arrived at independently of any particular mode, duration, location or learning
- Awarded based on valid and reliable assessments made in such a way as to ensure that performance to the national standards can be achieved at work

It is the responsibility of IQAs (Internal Quality Assurance) to ensure that their team are following the guidance set out in these standards. IQA should identify any areas giving concern. The moderation process is designed to support internal quality assurance, investigate any issues regarding assessment or quality assurance that cannot be resolved locally and provide opportunities to sample assessment decisions, and internal quality assurance practice.

RECORDS OF INTERNAL QUALITY ASSURANCE

IQAs must maintain a record of their activities relating to quality assurance and sampling of assessments. This process can be facilitated with an electronic portfolio system or other similar support software in Learning and Management Systems.

SAMPLING POLICY AND PROCEDURE

The purpose of a sampling strategy is to ensure there is a planned approach and methodology for checking the validity or accuracy of assessment decisions.

IQAs should prepare a sampling plan which is designed in accordance with any sampling strategy. The plan should show the sampling activities over a 12 month period from January to December. Over this 12 month period IQAs should ensure that their plan covers all learning units/modules and that they check the assessment decisions of all/any assessors in their team within this period.

CLAIMS FOR CERTIFICATION

Freedom to create LTD is responsible for processing certification. Claims for completed units or full course completion will only be made once any assessment, internal quality assurance or moderation processes have been completed and there is confirmation that it is 'safe' to honour the claim. Replacement costs of any lost original certificates will be the sole responsibility of the candidate.

CONTINUOUS PROFESSIONAL DEVELOPMENT

Continuous professional development (CPD) is the process by which all members of the assessment and internal quality assurance team keep up to date with current practice, develop their professional practice and progress into new roles. CPD helps individuals and teams stay interested in their work and motivated to take advantage of development opportunities. Staff benefit from a wide range of training courses covering technical skills, management skills and specialist courses related to assessment and internal quality

assurance of qualifications. Assessors and IQAs are responsible for ensuring that they maintain their professional practice in the occupational area they are assessing or quality assuring. They must in addition make sure that they are up to date with their assessment and/or internal quality assurance practice. CPD can cover a range of activities including attendance on training and development courses, contribution to local standardisation meetings and moderation processes, attendance at joint assessor and internal quality assurance meetings, self-study, shadowing another practitioner, preparing and delivering to others training and learning sessions on different aspects of the role, membership of relevant network organisations or forums and access to multimedia events. It is important that a record is kept of CPD activities and these should be available for inspection by authorised personnel. Assessors, invigilators and IQAs are reminded of their responsibilities for maintaining records and taking personal responsibility for their own training and development. Maintenance of CPD must be in line with requirement of the awarding organisation and Service needs. The performance review process provides an opportunity for individuals to reflect on their training and development with their line manager and to identify and agree future development and support needs. All formal training is evaluated and results from course evaluations recorded and analysed.

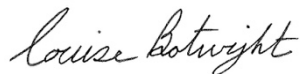
This policy has been approved & authorised by:

Name: Louise Botwright

Position: Director

Date: 22nd January 2021

Signature:

A handwritten signature in cursive script that reads "Louise Botwright".

Review of Policy: 22nd January 2021