

Educ8tions Ltd.



Guidelines for Assessment and Internal Quality Assurance  
(GfAalQA)  
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### Document Control

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**Change Authority:** The Board of Directors

### Change History

Version	Date	Reason for change	Change by
0.1	01 <sup>st</sup> August 2016	First draft	Vonley Joseph
0.2	02 <sup>nd</sup> April 2018	Updated	Vonley Joseph

### Change Mechanism

Any person seeking to alter this document must consult the author before making any change.

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Evidence number must be clearly written on the actual piece of evidence. Evidence may be typed or handwritten at Levels 2 & 3 but Level 4 should be word-processed wherever possible. If handwriting then only blue or black ink may be used by the candidate. If word-processed then only black ink to be used.

Assessors to sign and date all evidence in blue or black ink only.

The actual piece of evidence must have the relevant PC's, Scope and Under Pinning Knowledge (KE) references actually on the evidence.

The standards must have an evidence number against every PC, Scope and KE point for each element for each unit before it can be assessed as complete. Evidence to be identified on the element assessment records.

All evidence must be indexed – using supplied index sheet supplied. (element or unit summary sheet, matrix)

All work produced for assessment must be presented in the agreed centre portfolio system.

All units must have at least one assessment plan which identifies each element of the unit being assessed and it must clearly show all the Pc's, Scope and KE's and how these will be covered. Dates of observations to be clearly identified.

Work products of a confidential nature relating to client group and staff of the setting must not be included in candidate's evidence (even if anonymised). Candidate's wishing to use work products should use a Confidential Work Product document on which they should write about the documents, its relevance and this should be then referenced to the standards in the normal fashion. Assessors should assess this item in the normal way, checking the document is where the candidate says it is and confirm it meets the standards (pc's & scope claimed) the Confidential Work Product referencing sheet should be signed and dated, by the assessor in the normal way. Internal Verifiers can view these documents within the setting when they visit and sign and date accordingly. (see Policy document 0006)

Oral questions are to be spontaneous to back up observation of work. These can be recorded on the observation form or on the oral questioning form (note you must make a record of the oral question and answer).

Written questions are only to be generated if KE requirements cannot be referenced in evidenced work produced and not to be excessive. All written questions are to be cross-referenced to other units before new questions are generated.





### Assessment Strategy

A detailed assessment plan and constructive and informative feedback is to be given for each and every unit. The feedback can be given on an ongoing basis as the evidence should be presented in a holistic manner. Feedback however must be given at the conclusion of each and every unit confirming a unit had been signed off (subject to the IV'ing process). Feedback must be given on each piece of evidence-by-evidence number.

Unit / element Assessment Records with all evidence numbered against all PC, Range and KE.

Unit summary sheet signed and dated by Candidate and Assessor with Candidate's registration number on it, and the Centre registration number on it.

Assessor's must ensure that the observation requirements for each unit are clearly met.

Assessor's when assessing are to sign and date each piece of evidence indicating which unit they are assessing against. When assessing any piece of evidence for more than one unit then the assessor must sign and date the evidence each and every time they assess it and identify the unit they are assessing against.

Other evidence to fulfil the requirements of the unit.

This evidence can be:

- Witness statement
- Reflective Account
- Confidential work product
- Oral Questions
- Professional Discussion

### Other Assessor Responsibilities

Assessors will be responsible for undertaking a Health & Safety Check upon the first visit to a new candidate.

Assessor will undertake candidate regular reviews with the candidates using the feedback & planning document leaving a copy with the candidate and returning the original to the Centre Administrator who will place into the candidate's centre file.

Assessor's will be responsible for ensuring that their nominated candidate's feedback, planning & visit report forms are kept up to date and returned to the administrator for filing onto the candidates centre records



Assessors will undertake supervision with their nominated Internal Quality Assurer and this will be recorded upon a Supervision record form, which will be copied

by the IQA, and a copy passed to the Centre Administrator for the assessor's personnel records and a copy will be held by the IQA and by the assessor.

Assessors will be required to attend at least 3 standardisation meetings per year

Assessors will need to keep detailed records of CPD updating which must be made available for EQA Visits and Supervision meetings,

Assessors will receive support notes from any telephone conversations or meeting held outside of supervision – which will be copied to the assessor, the IV will keep a copy as will the Centre Administrator in the assessor personnel file.

Assessors will record candidate progress via a monthly written report, which will be used during meetings with their nominated IQA or with the centre administrator.

Assessors will ensure that their assessment practice meets the A1 standards and the requirements as detailed in the Code of Practice.

### **Visits/ Internal Quality Assurance Visits / Assessors Support**

Each candidate will have an allocated Internal Quality Assurer who will IQA the Assessor assessment decisions at least twice during the length of the award. The purpose of this is to:

- Internally verify any work assessed by Assessors.
- Carry out Interim Internal Quality Assurance sampling of the candidate's work
- To provide planned face-to-face support for Assessors & candidates

All dates for the Internal Quality Assurer's visits will be provided to Candidate's & their Assessor within the first month of the award.

### **Site Visits**

Dates are given to candidate and assessor within first month of a candidate's award

The nominated Internal Quality Assurer will phone prior to the visit to discuss progress and time of meeting.

Assessor is to be, where possible, around for the visit in case there are missing signatures etc. Feedback will be given.

The Internal Quality Assurer will sample units in line with the Sampling plan for the award – sampling a minimum of 2 Mandatory Units and 1 Optional Unit per candidate. If an assessor is a trainee assessor the IQA will then sample all units



until the assessor has qualified. When an IQA feels confident of the assessor's practice they will sample as per the sampling plan BUT - IQA's have the option to use their individual discretion to sample over and above the sampling plan

should they feel that they need to do so for reasons such as: newly qualified assessor, new assessor to the company, an assessor who through their assessment is demonstrating difficulties.

IQA Sampling will be carried out with the IQA using a red ink pen to sign and date the evidence they have sampled and also indicating which unit they have sampled that piece of evidence against. The Sample will be recorded on Internal Quality Assurance record of the IQA Sampling paperwork with feedback given about the evidence sampled by evidence number and assessment method. The IV will state if in their judgement the evidence meets the criteria claimed and confirm when a unit has been signed off.

Non sampled units will also be recorded on and noted as non sampled.

Unit Summary Sheets will be signed by the IQA in RED if Sampled and Blue or Black if non sampled.

Following Internal Quality Assurance of a unit the IQA will complete the IQA report and then copy:

- Unit Summary Sheet,
- Assessment Plans and feedback for that unit
- If applicable the second line assessment report.
- A copy of the IQA Report for that visit

These documents are then returned to the assessment centre to the administrator for entry onto the candidate database and for inclusion into the candidate's file.

On successful completion of an award the and after copies of all completed unit summary sheets have been received and signed by the Internal Quality Assurer the administrator/QAC can claim a candidates certificate from the appropriate awarding body

Once the portfolio has been received by the Centre Administrator it will then be put into storage in readiness for the next EQA Visit.

### Internal Quality Assurer – Other Responsibilities

The Internal Quality Assurer is responsible for assisting the Lead IQA's in preparation for EQA Visits

The IQA will carry out Supervision with their nominated Assessor's

The IQA will be responsible for monitoring candidate progress for their nominated assessors





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Internal Quality Assurer's will need to attend a minimum of 3 IQA Standardisation meetings per year

IQA's will need to attend a minimum of 3 Assessor Standardisation Meetings per year

IQA's will be responsible for maintaining a detailed CPD file and ensuring this is present for EQA Visits and supervision meetings with their nominated Lead IQA

IQA's will have regular Supervision sessions with their nominated Lead IQA

IQA's will ensure that their practice in their role as an Internal Quality Assurer is meeting the TAQA standards and in line with the Joint Awarding Body Guidance (JAB) on Internal Quality Assurance and the Code of Practice.

These guidelines are designed to be clear regarding requirements of Educ8tions Ltd Assessment Centre.

These guidelines will be updated via Standardisation Meetings as required and redistributed.

All comments and suggestions gratefully received.

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