

Quality Policy

INTRODUCTION

This policy statement is addressed to all members of staff to provide an overview of the centre's approach to quality. It is underpinned by other documentation which provides more detail of the procedures, systems, roles and responsibilities currently in operation.

COMMITMENT TO QUALITY

East Essex Vocational Training is committed to achieving high standards in all that we do and to strive for continuous improvement. We therefore recognize that our quality assurance procedures need to evolve continually to keep pace with the increasingly high standards that we set ourselves. However, the underlying principles about the purpose of our quality assurance activities remain the same, namely:

- To focus on the learner and on improving learners' achievements
- To keep our procedures as simple, direct, and straightforward as possible
- To identify problems early so that they can be put right quickly
- To identify successes so that they can be celebrated and good practice is shared
- To devolve responsibility for quality assurance to directors who are able to take rapid action in response to both problems and successes, and who are held accountable for doing so
- To encourage an organizational culture which is supportive, as well as to challenge.

SELF ASSESSMENT

We welcome the new responsibilities and challenges which self assessment brings and intend to make the process of self assessment the organizing principle of all our quality assurance activities. We will review our existing procedures and introduce new ones where necessary.

In practice this means that we need to ensure that:

- Our judgments are followed through with action plans which are monitored and kept under review
- We set targets that are clear, specific and measurable
- We subject our procedures to challenge, including external scrutiny

- We co-ordinate our self assessment activities with annual strategic planning meetings

TOWARDS VALIDATING SELF ASSESSMENT

We will ensure that every self assessment report is produced to a common format, incorporating the following:

- A grade relating to the aspect of provision being reported on
- A statement of the evidence base on which the grade is based
- An evaluation of the strengths and weaknesses
- An agreed action plan which builds on strengths, addresses weaknesses and specifies responsibilities, target dates and monitoring arrangements
- An indication of who contributed to the grading decision, with signature(s) and date
- An indication of how the grading decision was validated

The Centre Director is accountable for the rigor of the analysis and action planning associated with the self assessment reports in this area.

The director may find it useful to be able to refer to external contributors or objective comparisons in order to be able to answer these challenges effectively.

QUALITY STANDARDS GROUP

Centre Director, Director and Internal Quality Assurance Team

POLICY REVIEW

This policy will be reviewed and updated annually by the Director/s

FURTHER INFORMATION

Additional information concerning QA can be found IQA handbook

THE ROLES, RESPONSIBILITIES AND ACCOUNTABILITY OF THE CANDIDATE, ASSESSOR, ASSESSMENT AND IQA TEAM

For the relevant qualifications to be assessed correctly and competently structured assessment chain has been created and consists of the following:

Candidates

Candidates are individuals who are preparing to be assessed for their achievements and occupational competency with the aim of attaining their qualifications.

All candidates are encouraged to take ownership of the process of evidence collection and to actively seek assessment opportunities. Candidates should claim competence by presenting the accumulated evidence which is to be judged by their assessor.

Candidates have an assessor allocated to assist and guide them through to certification.

The Candidates Role In Gaining An NVQ/Diploma or BTEC Includes The Following:

- Identifying prior achievement and producing evidence to back it up.
- Agreeing an action plan for the awards with the assessor and discussing any other requirements.
- Negotiating learning opportunities on or off the job
- Identifying opportunities for assessment with the assessor.
- Collection of evidence
- Identifying what is valid and sufficient evidence.

- Reviewing own progress with the assessor and acting on identified points for improvement.
- Taking some responsibility for completion of own assessment records

Candidate Registration.

All candidates undertaking qualifications will be registered with the best value awarding body by a Skill Centre training profiler

Candidate Certification

When a candidate has successfully completed a unit or units of an NVQ/Diploma/BTEC, the assessor will sign off the unit in the candidate's portfolio. The portfolio will then be signed by the internal verifier to confirm the candidate has successfully achieved the unit. Once all the relevant units have been completed, certification will be arranged by MRG Services UK Ltd and the funding partner who will also administer your CSCS card (if relevant). Upon successful completion of the qualification, the awarding body will then forward the certificate to East Essex Vocational Training for distribution to the candidate.

Assessors

Assessors are in direct contact with candidates and judge whether the evidence provided proves competence in line with national standards. The assessor will be an expert in their appointed subject, conversant with the relative national standards. They will also be qualified as an assessor (TAQA/CAVA, A1 or D32/33). The assessor will visit each candidate in their working environment. It is the assessor's responsibility to carry out the candidate induction, checking the suitability of the candidate. The assessor identifies the needs of the candidate and works with the candidate to produce an assessment plan and determine the appropriate range of methods of assessment and negotiates the assessment opportunities with the candidate and others who may be involved ensuring that health and safety and equal opportunity policies are followed. The assessor should assess the candidate's competence and knowledge using at least four methods of assessment. The assessor is responsible for keeping candidate portfolios up to date, keeping them secure and available for quality assurance.

IQA's

IQA's ensure the quality of assessment meets national standards and confirms judgments by sampling some of the assessments made in both formative and summative manner. All IQAs are required to hold or be working towards qualifications V1 or D34.

Internal verifiers must also be competent in the use of national standards for assessment and verification relevant to their role, give an accurate assessment of candidate performance in their occupational areas and use systems and paperwork in line with awarding body or centre guidance.

The Role of The IQA

The role of the IQA is to conduct internal quality assurance of the assessment process. They are at the centre of quality assurance of both the national framework and assessment processes within the assessment centre.

The IQA is responsible for implementing the IQA strategy which must comply with the QCF and BTEC code of conduct.

- a) See that there is regular contact with the awarding body
- b) Make sure that the assessors have sufficient occupational competence and have records of recent occupational and assessment updating.
- c) That they have all the necessary help and information they need to assess effectively and efficiently.
- d) The quality of assessments is monitored and regularly standardized.
- e) They are available to give advice to assessors.

The four main aspects of the IQA role are:

1. Operation and evaluation of internal assessment and quality assurance systems
2. Support of assessors
3. Monitor quality of assessor performance
4. Meet external quality assurance requirements

These are discussed in detail in the publication "Guidance on Internal Verification of NVQ's"

External Verifiers

Appointed by awarding bodies to monitor the work of approved NVQ centres. External Verifiers hold an NVQ unit V2 or D35 qualification. Visits are made to the training centre to ensure the quality of assessment and confirm that verification is meeting national

standards. External verifiers will sample a proportion of assessments and monitor the training centre systems.

Key Organizations in Assessment;

Qualifications and Curriculum Authority (QCA)

QCA is the National Council for Vocational Qualifications in England, Wales and Northern Ireland. It accredits qualifications based on the national standards, in line with criteria specified by awarding bodies. QCA has a quality assurance role, ensuring that NVQ criteria are applied correctly. NVQ qualifications in Scotland are called SVQ's (Scottish Vocational Qualifications). These qualifications are accredited by the SQA (Scottish Qualification Authority).

National Training Organizations (NTO) Standard Setting Councils

NTO's are made up of representatives from an occupational group who define the national standards at different levels for a variety of activities within their occupation. They also lay down evidence requirements for the standards and provide guidance to assessors on certain aspects of the occupations. In the construction sector the Standards Setting Council is the CITB.

Awarding Bodies

Awarding bodies are organizations accredited by the QCA to offer qualifications based on national standards. Their role is to:

- Approve training Center's
- Operate quality assurance systems
- Appoint external verifiers to ensure standards of assessment are maintained
- Liaise with National Training Organizations to provide guidance for assessors and verifiers
- Provide assessment guidance for training center's
- Issue NVQ/Diploma/BTEC certificates to successful candidates

The awarding bodies for the qualifications administered by Trinity3 Consulting Ltd is NCFE and NOCN.

Approved NVQ/BTEC Centre's

These include educational establishments, training center's or companies. All assessment center's must have the resources, procedures and expertise to offer NVQ's

In addition, they must:

- Have effective assessment and verification procedures in place to gain approval
- Have sufficient numbers of competent assessors and verifiers
- Contribute to developing NVQ's/BTEC by providing feedback to the awarding body

Centre Administrator

The centre administrator is responsible for:

- a) Processing the candidate's documentation from registration to certification of awards
- b) The monitoring of the equal opportunities policy
- c) The point of contact with the awarding body
- d) Securing funding from the funding bodies