

# **FIRSTAID4LIFE Limited**

## **Access to Fair Assessment**

## **1. Introduction:**

FIRSTAID4LIFE LIMITED fair assessment policy includes both Internal Quality Assurance and External Quality Assurance.

## **2. FIRSTAID4LIFE LIMITED policy on qualification assessments is to:**

- 2.1 ensure fair access and equality of opportunity whilst preserving the integrity of the qualification
- 2.2 ensure there are no obstacles to candidates when demonstrating achievement
- 2.3 provide on-going support to candidates, including those with particular requirements and those requiring special considerations
- 2.4 take into account current legislation with regards to the equality of equal opportunity

## **3. Access to Fair Assessments:**

FIRSTAID4LIFE LIMITED trainers and assessors will:

- 3.1 Be aware of and abide by the Awarding Organisation (AO) fair assessment and special considerations policy's available via the AO web site.
- 3.2 Create assessment activities with regard to the equality and diversity of learners
- 3.3 Ensure that assessment activities are flexible to meet the needs of all candidates without creating undue advantage.
- 3.3 Use plain language free of jargon and appropriate pace relevant to the candidates
- 3.4 Request pre notification of any candidates special considerations so appropriate training and assessments can be planned
- 3.5 Complete Special Considerations form available from the AO where there is pre notification of needs
- 3.6 Complete Special Considerations form Unforeseen Circumstances where there is no pre notification of considerations.
- 3.6 Ensure reasonable adjustments to assessments are made without any undue advantage gained by the candidate and hindrance to others
- 3.8 Clearly explain the learning outcomes and assessment criteria
- 3.7 Maintain regular dialogue with the candidates as to how they are progressing throughout their assessments
- 3.8 Provide FIRSTAID4LIFE LIMITED Director and ultimately Awarding Organisation AO with the assessment documents and Access to Special consideration documents

## **4. FIRSTAID4LIFE LIMITED in conjunction with Awarding Organisation guidance will ensure that via its Internal Quality Assurance:**

- 4.1 The assessment approach for the qualification is appropriate, fair and reliable without any undue advantage
- 4.2 Verify that the assessments meet the requirements of the Awarding Organisation and regulators.
- 4.3 Ensure that records of assessment and any adjustments are clearly detailed to support the assessment decisions
- 4.4 Ensure the assessment decisions are fair and free from bias
- 4.5 Provide all documentation to its Awarding Organisation

## **5. FIRSTAID4LIFE LIMITED Internal Quality Control**

- 5.1 FIRSTAID4LIFE LIMITED will review the assessment evidence ensuring it is complete, accurate and the outcome considered appropriate for the qualification/award
- 5.2 FIRSTAID4LIFE LIMITED will ensure that it uses trainers and assessors that are regularly (minimum annually), internally verified by a colleague not related to them (Completion of PR6)
- 5.3 FIRSTAID4LIFE LIMITED will in addition and where appropriate undertake unannounced visits to its courses
- 5.4 FIRSTAID4LIFE LIMITED will support the AO in its activities of Internally and Externally Quality Assuring trainers on its courses
- 5.5 Use the outcomes of any internal quality reviews to enhance future assessment practices

**6. Course candidates will receive from FIRST AID4LIFE LIMITED:**

- 6.1 An induction at the beginning of each course detailing the outline of the course and also the assessment criteria
- 6.2 Be informed of the complaints and appeals procedure if they feel they have a grievance of any nature either during or after the course has completed
- 6.3 Have their own assessment plans and regular feedback which are available to be viewed during the training activity
- 6.4 That the assessment Pass/Fail is ultimately the responsibility of the Awarding Organisation however candidates may receive an indication from the trainer at the time of the activity
- 6.5 A fair and appropriate opportunity to achieve which is unbiased

**7. Appeal against Assessment Decisions**

All candidates may appeal (within published time deadlines – 3 weeks) against assessment decisions to:

- 1. FIRST AID4LIFE LIMITED Director
- 2. AO Awards Manager – Awarding Organisation
- 3. Regulators – SQA Accreditation & Ofqual.