

FIRSTAID4LIFE Limited

Access to Fair Assessment

Policy & Procedure

1. Introduction:

FIRSTAID4LIFE LIMITED fair assessment policy describes access arrangements for learners on ALL qualifications.

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 achievement.
- 2.3 provide on-going support to learners, including those with particular requirements and those requiring special considerations.
- 2.4 Take into account current legislation, including The Equality Act 2010, with regards to the equality of opportunity to undertake assessments by learners.

3. Access to Fair Assessments:

3.1 FIRSTAID4LIFE LIMITED trainers and assessors will:

- a. Be conversant with and abide by the Awarding Organisation (AO) Equality, Diversity and Access to Assessment Policy, especially those sections referring to fair assessment and special considerations, available via the AO web site.
- b. Create assessment activities with regard to the equality and diversity of learners.
- c. Ensure that assessment activities are flexible to meet the needs of all learners without creating undue advantage.
- d. Use plain language free of jargon and appropriate pace relevant to the learners.
- e. Request pre notification of any learners special considerations so appropriate training and assessments can be planned.
- f. Complete Special Considerations form available from the AO where there is pre notification of needs.
- g. Complete Special Considerations form Unforeseen Circumstances where there is no pre notification of considerations.
- h. Ensure reasonable adjustments to assessments are made without any undue advantage gained by the learner and hindrance to others.
- i. Clearly explain the learning outcomes and assessment criteria to learners.
- j. Maintain regular dialogue with the learners as to how they are progressing throughout their assessments.
- k. Provide FIRSTAID4LIFE LIMITED Director and ultimately Awarding Organisation AO with the assessment documents and Access to Special Consideration documents.
- l. Complete the End of Course Details Form 06, and annotate any reasonable adjustments that have been made and return to the AO.

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 the AO.

5. FIRST AID 4 LIFE LIMITED Internal Quality Control

5.1 FIRST AID 4 LIFE LIMITED will review learner assessment evidence ensuring it is complete, accurate and the outcome considered appropriate for the qualification/award

5.2 FIRST AID 4 LIFE LIMITED will ensure that it uses trainers/assessors that are regularly internally quality assured by a centre representative in line with current guidance e.g. annually to meet HSE requirements for trainer/assessors of first aid qualifications.

5.3 FIRST AID 4 LIFE LIMITED will in addition and where appropriate undertake unannounced visits to its courses

5.4 FIRST AID 4 LIFE LIMITED will support the AO in its activities of Internally and Externally Quality Assuring trainers on its courses

5.5 FIRST AID 4 LIFE LIMITED will use the outcomes of any internal quality reviews to enhance future assessment practices

6. Course learners will receive from FIRST AID 4 LIFE LIMITED:

6.1 An induction at the beginning of each course detailing the outline of the course and also the assessment criteria.

6.2 Information 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 Their own assessment plans and regular feedback which are available to be viewed during the training activity.

6.4 An indication of achievement at the time of assessment. Pass/Fail is ultimately the responsibility of the Awarding Organisation however learners may receive an indication from the trainer at the time of the activity.

6.5 A fair and appropriate opportunity to achieve.

7. Appeal against Assessment Decisions

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

- a. FIRST AID 4 LIFE LIMITED Director.
- b. AO Awards Manager – Awarding Organisation.
- c. National Regulators – SQA Accreditation & Ofqual - national external regulators of qualifications.

NB: Escalation is only to be considered only after previous level of response has been exhausted.