

Apprenticeship Assessment and Review Policy

Policy Code:	VO2
Policy Start Date:	December 2016
Policy Review Date:	September 2019

Please read this policy in conjunction with the policies listed below:

- VO3 Vocational Assessment and Appeals Procedures Policy
- VO6 Apprenticeship Initial Assessment Policy
- VO4 Learner Malpractice Policy (Vocational)
- HS4 Health and safety Policy



1. Aims and Objectives of the Policy

1.1 Aims

The Priory Federation of Academies Trust (The Trust) is committed to ensuring that standards of assessment for the array of apprenticeship frameworks are consistent, transparent and in line with the requirements of our awarding bodies.

1.2 Objectives

- a) To ensure assessment practice is effective and satisfies the Awarding Body requirements
- b) To ensure that records are accurate, up to date and easily accessible by the learner, employer and those involved in the assessment and verification practices
- c) To ensure learners are given information, advice and guidance to support them in their learning programmes and with progression routes.
- d) To ensure effective and timely progression of learners throughout the qualification/programme
- e) To ensure learner reviews are completed in line with funding body requirements
- f) To ensure Health and Safety review requirements are met, in line with funding body requirements

2. Range and Scope of the Policy.

The policy covers all apprenticeship related courses offered within the Trust.

3. Assessor Requirements

- 3.1 All the Trust assessors must be occupationally competent in the relevant areas. They must hold a relevant assessor qualification (for example, TAQA, A1/V1, D32/D33). Assessors should understand the key/core skills for these qualifications if they are assessing and supporting learners in them.
- 3.2 Assessors are responsible for ensuring that initial assessment is completed with each learner. This activity should include identifying training needs and planning those needs to be met, identifying evidence sources (including Accreditation of Prior Learning (APL) /Accreditation of Prior Achievement) and planning for structured presentation of evidence and achievement of the learning outcome and recorded on the Visit Record, Feedback and Future Assessment Plan Form. Assessment terminology should be familiar to the learners for which the assessors have been adequately prepared, use materials which are free from discrimination



or stereotyping of any form and provide clear unambiguous feedback to learners to further aid their learning and development.

4 Assessment

- 4.1 Assessment must be used to establish competent performance, knowledge and understanding of a learner against Awarding Body standards. Assessment must follow the process of planning, collecting evidence (direct and/or indirect), judging each item in terms of validity, currency and authenticity and making a decision as soon as evidence is sufficient to imply competence. Assessors must ensure that the best and most cost-effective assessment methods are used. Assessors must ensure that sound and best assessment practice is followed and that assessment decisions are valid. Records and documents must be completed accurately and in sufficient detail.

5 Review

- 5.1 Reviewing is the process for reviewing progress against the Individual Learning Plan (ILP) or equivalent and should be conducted at agreed intervals with the learner/client and line manager. The frequency of reviews must be in line with funding body requirements, both in terms of content and timing.
- 5.2 Copies of Internal Verification and External Verification reports should be deposited with the Head of Quality who is ultimately responsible for the Quality Assurance of the provision and acting upon and monitoring any action points contained within the report.

6 Health and Safety

- 6.1 Once the initial Health and Safety vetting procedures have been completed, it is essential that Health and Safety provision in the workplace is continuously monitored to ensure that standards are not deteriorating.
- 6.2 The due date for the first monitoring visit will be determined according to the vocational risk banding for the employer and will be recorded on the continuous Health and Safety monitoring form located in the learner file. It is the assessor's responsibility to diarise to undertake this.
- 6.3 Progress reviews have an element of Health and Safety within them to ensure that Health and Safety risks are minimised. Any concerns raised from the progress reviews in relation to Health and Safety should be discussed with the Head of Priory Training who will initiate appropriate action.



Policy Document

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- 6.4 All assessment, review and Health and Safety documentation must be kept in the learner file which should be kept in a locked location within the training centre and be made available for monitoring and audit purposes.

7. Policy changes

This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.



**The Priory Federation of Academies Trust
Apprenticeship Assessment and Review Policy**

This Policy has been approved by the Priory Federation of Academies Education and Standards Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.