Access to Fair Assessment Policy

1. **Introduction**

This Policy describes access arrangements for learners on any course which includes assessment, for example First Aid courses run by ITC First. Some CPDUK certified courses also have an element of assessment.

Specific ways of working and paperwork requirements for ITC qualifications can be found in Appendix A.

Jill Webb Training (JWT) policy on qualification assessment is to:

- Ensure fair access and equality of opportunity whilst preserving the integrity of the qualification
- Support candidates to overcome any obstacles and where possible to demonstrate achievement
- Provide on-going support to candidates, including those with particular requirements and those requiring special considerations
- Work in line with other JWT policies
- Ensure there are no obstacles to achievement
- Take into account current legislation, including The Equality Act 2010 with regards to the equality of opportunity to undertake assessments by learners

2. **Access to Fair Assessments**

All Associates working on behalf of JWT will:

- Be aware of, and abide by, any relevant awarding organisation (AO) policies and procedures, particularly the JWT Equality and Diversity Policy which outlines reasonable adjustments which can be made
- As part of joining instructions, and as part of course induction, make clear which parts of the course are assessed and how assessment will be carried out
- Learners will also be informed of what to do if they are unhappy about any assessment decisions
- Create assessment activities with regard to the equality and diversity of learners, ensuring that assessment activities are flexible to meet the needs of all candidates without creating undue advantage
- Use plain language, free of jargon, and of an appropriate pace for the candidates
- Request pre-notification of any candidates special considerations so appropriate training and assessments can be planned
- Ensure reasonable adjustments to assessments are made without any undue advantage gained by the candidate and hindrance to others
- Explain clearly where reasonable adjustment is not possible. For example, in a First Aid course where to meet the assessment criteria, a candidate must be able to perform CPR on the floor
- Where reasonable adjustments are requested, the full policy and relevant paperwork can be found in the JWT Equality and Diversity Policy

In order to enable the activities listed above, all learners on an assessed qualification will receive:

- An induction at the beginning of each course detailing the outline of the course and the assessment criteria
- An explanation of what to do if they feel they have a grievance of any nature including how to access the appeals and complaints procedures
- Access to their own assessment plans and regular feedback
- At the end of a course, a Tutor will give an initial indication of an achievement. Where a course is accredited, pass or fail is ultimately the decision of the AO

3. Internally Quality Assurance (IQA) of Assessment Decisions

Any Associate working for JWT will be asked to submit assessment decisions for IQA.

This process will strive to:

- Ensure the assessment approach for the qualification is appropriate, fair and reliable without any undue advantage
- Verify that the assessments meet the requirements of the AO and regulators
- Ensure that records of assessment and any adjustments are clearly detailed to support the assessment decisions
- Ensure the assessment decisions are fair and free from bias
- Ensure all documentation necessary for the awarding of qualifications is processed according to the relevant requirements

As part of the IQA processes:

- JWT will review learner assessment evidence, ensuring it is complete, accurate and the outcome considered appropriate for the qualification/award
- All trainers/Assessors are regularly internally quality assured by a centre representative in line with current guidance for example, annually to meet HSE requirements for trainer/Assessors of first aid qualifications
- In addition, JWT will, where appropriate, undertake unannounced visits to its courses
- JWT will support AOs in their activities of externally quality assuring assessment decisions on its courses
- JWT will use the outcomes of any internal quality reviews to enhance future assessment practices

4. Learner Appeal Against Assessment Decisions

Please see separate Policy.

This Policy will be reviewed every three years or earlier if a change in legislation, working practices or feedback from clients or partners necessitates.

This Policy was reviewed and updated in August 2024.

APPENDIX A

Specific Ways Of Working And Paperwork Requirements For ITC Qualifications

(See also details within the Equality and Diversity Policy)

For all ITC courses, JWT will provide:

- An induction at the beginning of each course detailing the outline of the course and the assessment criteria
- Information of the complaints and appeals procedure if they feel they have a grievance of any nature either during or following course completion
- Their own assessment plans and regular feedback, which are available to be viewed during the training activity
- An indication of achievement at the time of assessment. Pass/Fail is ultimately the responsibility of the awarding body, ITC First, however learners may receive an indication from the trainer at the time of the activity
- A fair and appropriate opportunity to achieve.
- If needed, ensure reasonable adjustments to assessments are made without any undue advantage gained by the learner and hindrance to others
- Clearly explain the learning outcomes and assessment criteria to learners
- Maintain regular dialogue with the learners as to how they are progressing throughout their assessments

For ITC qualifications, the following forms should be completed:

- Where there is pre notification of needs – form C4: Access to Training & Assessment Form Special Needs in Advance of the Course form available from ITC
- Where there is no pre notification of considerations, complete the form C7: Special Considerations Form Regarding Unforeseen Occurrences
- End of Course Details Form 06, annotated with any reasonable adjustments

Anyone working for JWT will provide JWT and ultimately the AO, ITC First, with the assessment documents and C4 and C7 Access to Special Consideration documents.