

ASSESSMENT QUALITY ASSURANCE POLICY

INTRODUCTION

This policy statement sets out the recommendations and specification of Port Training Services (PTS), on behalf of and in keeping with Awarding Body and regulatory Standards when delivering training and apprenticeship qualifications. This policy excludes GWO training requirements. For GWO assessment criteria refer to GWO19 Training and Assessment Procedure.

The following sections outline PTS specific assessment principles in regard to:

- Workplace Assessment.
- The Required Occupational Expertise.
- Internal Quality Assurance Process.
- External Quality Control.

These principles are in addition to the generic criteria that awarding bodies, and training providers must meet for the delivery of all training undertaken as required by Qualifications, Curriculum Criteria and the Code of Practice.

This policy statement does not describe these systems in detail but provides the underpinning principles. Further information on the process and systems can be found in PR12 Teaching and Assessment Procedure.

WORKPLACE ASSESSMENT

PTS believe that all assessments on learner's performance must take place in an environment that reflects the working practice of the qualification industry; this principle will apply to all units or aspects of units. In order to ensure that the evidence used to assess learners against the National Occupational Standards / applicable curriculum criteria is valid, all assessors must demonstrate that the learners have access to the types of resources commonly used within the industry sector and that the pressures and constraints of the workplace are reflected.

The assessment of knowledge and understanding must be linked directly to workplace performance (Refer to PR12 Teaching and Assessment Procedure)

WITNESS TESTIMONY

PTS recognises that for the assessment of workplace performance to be as natural and efficient as possible, the use of witness statements has a crucial role in the collection of learners' evidence, and will therefore be included as part of the collection of evidence of the end point assessment.

As part of PTS quality assurance and conflict of interest policy (P04) when using a witness testimony any relationship between the witness and learner should be declared and noted by the assessor, and the IQA informed. If objectivity cannot be guaranteed another witness may be required.

OCCUPATIONAL EXPERTISE OF ASSESSORS/IQAS

PTS believe that occupational expertise of assessors and IQAs is one of the key factors underpinning valid and reliable assessments. The sections below define essential criteria expected of PTS assessors / internal quality assurers (in addition to the QCF criteria and Code of Practice).

ASSESSORS

All assessors (of regulated qualifications) must:

- Hold at commencement of employment or achieve within 18 months of starting to practice (under the supervision of a fully qualified assessor) a relevant assessor qualification.
- Be occupationally competent: this means that each assessor must be capable of carrying out functions covered by the units or aspects of the units, to the standard described within them according to current practice, they will have gained their occupational competence working directly within the industry. Evidence of competence and continual professional development in the relevant sector must be available.
- Hold a relevant assessors qualification or be working towards the award under the supervision of a qualified assessor.
- Be familiar with National Occupational Standards / curriculum criteria and must be able to interpret and make judgements on current learner practice.
- Be familiar with Legislation-Code of Practice-Regulations and Requirements associated with the industry sector of their qualifications.
- Throughout the process be able to identify gaps in learner skills and development.
- Actively engage in relevant specific CPD activities offered by PTS and Awarding Body, to keep up to date with developments/changes within the industry sector.

In addition all workplace assessors must;

- Be approved by the Port Training Services, following the Supplier Approval Process.

INTERNAL QUALITY ASSURERS

IQAs must:

- Be occupationally competent, hold the relevant qualifications, or be working towards the award under supervision of a qualified internal quality assurer.
- Be occupationally competent: this means that each internal quality assurer must be capable of carrying out functions covered by the units or aspects of the units, to the standard described within them according to current practice. Evidence of competence and continual professional development in the relevant sector must be available.
- Have sufficient knowledge of workplace activities and the assessment process to be able to offer credible advice on the interpretation of awarding body standards, moderate assessments and resolve any differences.
- Be fully conversant with the national occupational standards; able to assist assessors with the interpretation of such and able to make judgements about the assessment process being applied by the assessors.
- Occupy a position within PTS to work with assessors, manage their workload and ensure they deliver in line with awarding body criteria. They must perform site visits and observe assessments to ensure efficient, quality delivery.
- Actively engage in relevant specific CPD activities offered by PTS /awarding bodies, to keep up to date with the developments/changes relating to the industry sector.

PTS commit to sampling learner portfolios being for internal quality assurance, as detailed on assessor sample plans. PTS will therefore ensure that the IQA sampling process evidence how:

- Portfolios are sampled during their development stage (formative).
- Portfolios sampled at agreed times throughout the award, (interim).
- Portfolios are sampled on completion, (summative).
- All types of evidence are sampled.

- All assessors are sampled.
- The work of each assessor is compared and standardised.
- The full range of units delivered are sampled.
- IQAs observe each assessor throughout the learner process.

IQA feedback is also required relating to the overall progress of learners on apprenticeships, including how the assessor supports the apprentice in achieving the skills, knowledge and behaviours of the apprenticeship, their engagement in the workplace and overall work ethic.

PTS will provide to the External Verifier of the relevant awarding body evidence of how each assessor / IQA meets the above requirements, retaining on file copies of all original certificates, up to date CVs and profiles, and evidence of CPD activity.

NETWORKING OPPORTUNITIES

A key factor of PTS is that all assessment/IQA is carried out to the National Occupational Standards prescribed. To this aim PTS will identify opportunities for those involved in the assessment/IQA process to share good practice and keep up to date with the latest requirements of the industry.