

QUALIFICATIONS POLICY

This Qualifications Policy identifies the procedures to be followed from initial registration of learners through to awarding of a qualification, in conjunction with the Qualifications and Quality Assurance policies.

1 Learner Registration

(a) Internal

(i) Referral Process

Learners between the ages of 14 and 25 accessing courses of 12+ weeks will be referred via the client's own registration proforma, or, via our internal referral form.

Learners applying to access a course lasting less than 12 weeks will provide:

- First and Family Name
- Date of Birth
- Email address
- Phone number
- Address with home country
- ULN (if known)
- Summary of any related learning completed to date

All learner information will be stored in-line with organisational obligations for protecting personal information and providing access to official information, as set by the **Information Commissioners Office**.

(ii) Identity Checks

Learners between the ages of 14 and 25 accessing courses of 12+ weeks will have their identities confirmed via their clients, prior to referral to our organisation.

Learners applying to access a course lasting less than 12 weeks will have their registration identity confirmed following the production of a formal picture identification document:

- Photo driving licence
- Passport
- Government/formal corporate identification

(iii) Unique Learner Numbers (ULNs)

ULNs will be obtained from the Learner Registration Service for learners requiring them.

(b) External

(iv) Awarding Organisation

Registrations for specific Award Bodies will be completed in-line with their centre handbook timeline and protocols.

(v) Recognition of Prior Learning (RPL)

Where the assessment requirements of a given unit or qualification have been met, the use of RPL is acceptable for accrediting part or whole, of any delivered unit(s) or a qualification.

Learners will be required to submit RPL evidence that is:

- **Valid**; it accurately meets the requirements of the current assessment criteria
- **Authentic**; it is indisputably the learner's own work
- **Relevant**; the evidence provided is appropriate to the content
- **Current**; it meets the requirements of the current learning outcomes and associated assessment criteria (anticipated upto three years)
- **Sufficient**; there is enough to confirm consistency of performance regarding meeting the learning outcome

Learners may include the following evidenced experiences to claim RPL:

- Paid work
- Voluntary work and leisure activities
- (In)formal education and training (including in-house training)
- Independent study
- Home-based activities (e.g. care of the young/elderly/sick)
- Involvement in the family business

Learners may access support with the RPL process from the course Tutor, or the Director.

It is not expected that a learner could claim for an entire qualification through RPL, the Assessor, or the Director will approve all applications for the awarding of RPL. Learners will have the opportunity to appeal decisions via the **Quality Assurance** policy.

2 Reasonable Adjustment and Special Considerations

Learners who experience difficulties or disabilities (physical or mental impairment) that affect their ability to complete the qualification may be eligible, whilst ensuring the integrity of the qualification and the learner skills, knowledge, understanding and competence are not compromised (inline with the **Equality Act 2010**);

(a) Reasonable Adjustments

May be unique to an individual and not be included in the following list:

- Additional resources e.g. coloured overlays, word processors/software, separate room
- Use of an additional professional e.g. prompter, scribe, reader, interpreter
- Additional time
- Supervised rest breaks
- Modified assessment methods/materials

(b) Special Consideration

May be given to a learner who is temporarily experiencing an illness, injury or other event outside of their control, which is to have an effect on their ability to complete assessment or attain their level. Minor illnesses or disturbances are not applicable and unfair advantages cannot be formed.

(c) Qualifications through an Awarding Organisation

Where learners are completing qualifications through **Awarding Organisation(s)**, decisions will be announced by the Director, following an application (at least 6 weeks prior), to the specific Awarding Organisation policies. Decisions will be made following consideration of factors including:

- Specific needs of the learner
- Effectiveness of the adjustment
- Cost of the adjustment
- Likely impact on the named and other learners

- Impact on of security or integrity of a qualification (e.g. no changes to set outcomes)

The Director will make all other decisions and set all guidelines following the recommendations of the **Joint Council for Qualifications**; *Adjustments for candidates with disabilities and learning difficulties and Access Arrangements and Reasonable Adjustments Policy*.

3 Malpractice

Malpractice is defined as any act, default or practice which (attempts to) compromise the process of assessment, integrity of a qualification, validity of a result, or damage the authority/reputation/credibility/integrity of any Awarding Organisation/Centre/Staff.

Instances of malpractice may include, but not be limited to:

- Intentional incidents aiming to gain an unfair advantage
- Individual ignorance, carelessness or forgetfulness of regulation application
- Circumstances beyond individual control e.g. fire alarm disruption in an exam
- Adverse involvement of learners, delivery/assessment team, third parties e.g. parents/friends

(a) Delivery Team

- An employee, sub-contractor or volunteer involved in any part of tutoring or assessing
- Any individual appointed to support delivery or assessment of any part of a qualification

Examples of delivery team malpractice may include, but not be limited to:

- Breaches of security; unsecure papers, discussing information, moving timings, inadequate supervision, tampering after collection (including reading/copying), unprotected documents
- Deception; modified mark schemes, manufacturing evidence, entering fictitious details
- Improper assistance; assisting with evidence, sharing assessments, prompting answers, granting 'reasonable adjustments' without formal approval
- Maladministration; inadequately monitoring qualification completion, inappropriate delivery team roles/decisions, inadequate staff training and monitoring, failure to advertise and execute learner notices, failure to provide adequate resources, inaccurate record keeping, inadequate communication with an Awarding Organisation(s), inadequate/improper investigation completion, inappropriate handling of certificates

(b) Learner

- In any part of the preparation, participation or submission of the undertaken qualification

Examples of learner malpractice may include, but not be limited to:

- Alteration/falsification of any documents, or making false declarations of authenticity
- Impersonation
- Breach of delivery team instructions/advice
- Collusion beyond what is permitted
- Receiving/passing/copying/allowing work/confidential material to be received/passed/copied
- Plagiarism
- Theft/destruction of other's work
- Disruptive behaviour/undermining the integrity of qualification assessment
- Inclusion of inappropriate, offensive or obscene material in any recordings
- Misuse of resources (including possessing unauthorised materials during assessments)

The delivery team have a duty to report *all* suspected cases of malpractice involving tutors, learners or any other staff to the Director. The Director has a duty to report such cases to the qualification

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Awarding Organisation at the earliest opportunity, or in the absence of an Awarding Organisation, investigate and act accordingly following the recommendations of the **Joint Council for Qualifications**; *Suspected Malpractice in Examinations and Assessments* Policy.



This Qualifications Policy will be next reviewed in July 2016 in order to maintain quality and validity of centre processes. This review will be documented and available for scrutiny on request.

Policy last reviewed: August 2015; B Coombe