

Assessment Policy

Qualifications

High standards of objectivity, integrity, fairness and honesty must characterise Somax Ltd relationship with learners and their employers. Somax Ltd will ensure that no member of staff will be provided with the opportunity to gain any personal or financial benefit that would lead to the integrity of the awards being compromised. Somax Ltd's Policies and Procedures will be designed to maintain Somax Ltd's reputation for integrity and protect staff from accusations of impartiality in commercial and personal matters.

The Assessor must:

All Assessors must receive a full induction into the Companies Policies and Procedures. Hold or be working towards an appropriate Assessor qualification or hold A1/A2 or D32/33 of the Training and Development Standards.

Provide evidence of the relevant occupational competence they hold, to ensure they meet the assessment strategy for the areas they will be assessing.

Ensure your CPD file is kept up to date with all training that you have undertaken. This includes internal and external courses; a certificate of attendance must be obtained for all courses attended.

All assessors will obtain an appropriate Assessor qualification within 18 months of starting to practice.

All assessors will achieve their key skills within 2 years of starting with the company. Training needs will be identified through Internal Verification feedback appraisals. Any training required must be recorded on the training Matrix.

Provide specimen signatures for the Internal Verification process.

Induction Process

The Assessor must:

Provide learners with their rights and responsibilities.

Ensure all learners are aware of the appeals procedure and awarding body information.

Issue Health & Safety policy and Equal Opportunities policy.

Provide learners with names and contact details for personnel involved in the assessment process.

Provide learners with completion and target dates.

Ensure all learners receive an equality of opportunities and health and safety workbook.

Ensure evidence is in place that demonstrates areas covered at induction are regularly revisited with the learner.

An initial assessment is carried out to identify training needs and support required is documented. Any development activities required must be discussed with learner's line manager and recorded on the ILP.

A skills scan for the qualification the learner wishes to undertake must be completed to ensure correct qualification and level is chosen.

Assessment Process

Review & feedback documents must be completed for every assessment, which must include, unit being assessed, type of evidence to be used, and the agreed completion date. Feedback and progress must also be documented.

Learners will be assessed using a variety of methods including workplace visits, observation of performance, question and answer techniques, witness statements. Please note simulation is only permitted if workplace evidence cannot be achieved or the candidate has special needs/support that only simulation can provide. Assessors must liaise with Internal Verifier and check assessment strategy to ensure simulation is allowed. Telephone interviews, e-mail and Fax assessments. Assessors must ensure learners are assessed once every 4 weeks as a minimum. A mid point and end review must be carried out with the Learner, employer and Assessor every 12 weeks.

Cancelled appointments must be documented and filed in the learner's records. Learner's should be seen on a 4 to 6 weeks basis and their managers must be regularly updated, and wherever possible involved in the assessment process.

Keep up to date on changes in the standards of the awarding body information. A variety of assessments must be used to demonstrate authenticity and validity, these can include; observations, case studies, witness testimonials.

Progress of learners must be clearly documented on review & feedback forms and once completed passed to the assessment administrator for documenting on the progress database.

Knowledge and understanding will be demonstrated through written and oral questions and professional discussions.

Learners who already hold qualifications in a relevant area to the qualification they are undertaking may be entitled to be assessed using accreditation of prior certificated learning (APL). Knowledge should also be taken into consideration for all qualifications and should be accredited through prior achievement (APA). An assessor using these assessment methods should liaise with the Awarding Body and the Internal Verifier to ensure the required standards are met.

Internal Verification

Attend assessor meetings as requested by the Internal Verification.

Contribute to the Internal Verification policy and procedure.

Attend feedback sessions with the Internal Verifier and implement required action.

See roles and responsibilities