

Highland First Aid Ltd

Access to Fair Assessment

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1. Introduction:

- 1.1 Highland First Aid Ltd fair assessment policy describes access arrangements for learners on ITC First (ITC) qualifications

2. Highland First Aid Ltd Policy on Qualification Assessments is to:

- 2.1 Ensure fair access and equality of opportunity whilst preserving the integrity of the qualification.
- 2.2 Ensure there are no obstacles to achievement.
- 2.3 Provide on-going support to learners, including those with particular requirements and those requiring special considerations.
- 2.4 Take into account current legislation, including The Equality Act 2010 with regards to the equality of opportunity to undertake assessments by learners.

3. Access to Fair Assessment:

- 3.1 Highland First Aid Ltd trainers and assessors will:
 - a) Be conversant with and abide by the ITC awarding body Equality, Diversity and Access to Assessment Policy (P8) especially those sections referring to fair assessment and special considerations.
 - b) Create assessment activities with regard to the equality and diversity of learners.
 - c) Ensure that assessment activities are flexible to meet the needs of all learners without creating undue advantage.
 - d) Use plain language, free of jargon and appropriate pace relevant to the learners.
 - e) Request pre-notification of any learner's special considerations so that appropriate training and assessments can be planned.
 - f) Complete C4: Access to Training & Assessment Form Special Needs in Advance of the Course form available from ITC where there is pre notification of needs.
 - g) Complete the form C7: Special Considerations Form Regarding Unforeseen Occurrences where there is no pre notification of considerations.
 - h) Ensure reasonable adjustments to assessments are made without any undue advantage gained by the learner and hindrance to others.
 - i) Clearly explain the learning outcomes and assessment criteria to learners.
 - j) Maintain regular dialogue with the learners as to how they are progressing throughout their assessments.
 - k) Provide Highland First Aid Ltd and ultimately the awarding body, ITC First, with the assessment documents and C4 and C7 Access to Special consideration documents.
 - l) Complete the End of Course Details Form 06, and annotate any reasonable adjustments that have been made and return to ITC First.

4. Highland First Aid Ltd in conjunction with awarding body guidance will ensure that via its Internal Quality Assurance activities:

- a) The assessment approach for the qualification is appropriate, fair and reliable without any undue advantage.
- b) Ensure that the assessments meet the requirements of the awarding body, ITC First, and regulators.
- c) Ensure that records of assessment and any adjustments are clearly detailed to support the assessment decisions.

- d) Ensure the assessment decisions are fair and free from bias.
- e) Provide all documentation to its awarding body, ITC First.

5. Highland First Aid Ltd Internal Quality Assurance

- 5.1 Highland First Aid Ltd will review learner assessment evidence, ensuring it is complete, accurate and the outcome considered appropriate for the qualification/award.
- 5.2 Highland First Aid Ltd will ensure that it uses trainers/assessors that are regularly internally quality assured by a centre representative in line with current guidance e.g. annually to meet HSE requirements for trainer/assessors of first aid qualifications.
- 5.3 Highland First Aid Ltd will in addition and where appropriate undertake unannounced visits to its courses.
- 5.4 Highland First Aid Ltd will support ITC in its activities of externally quality assuring assessment decisions on its courses.
- 5.5 Use the outcomes of any internal quality reviews to enhance future assessment practices

6. Course Learners Will Receive From Highland First Aid Ltd:

- a) An induction at the beginning of each course detailing the outline of the course and the assessment criteria.
- b) Information of the complaints and appeals procedure if they feel they have a grievance of any nature either during or following course completion.
- c) Their own assessment plans and regular feedback, which are available to be viewed during the training activity.
- d) 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.
- e) A fair and appropriate opportunity to achieve.

7. Appeal Against Assessment Decisions

All learners may appeal (within published time deadlines – 3 weeks) against assessment decisions to the following:

Escalation to be considered only after previous level of response has been exhausted:

- 1. Highland First Aid Ltd directors
- 2. ITC First Chief Executive Officer – awarding body
- 3. National Regulators – SQA Accreditation, Ofqual – national external regulators of qualifications