

ABM3: Assessment Policy and Procedure

General Policy Statement

Management at ABM Training will ensure that all assessment decisions adhere to Awarding Body standards and requirements and those laid down by other Regulatory Bodies. ABM UK Ltd will ensure that a qualified member of staff countersigns all assessment decisions made by unqualified staff.

Management will ensure that all new tutor/assessors, both unqualified and newly-qualified, receive full induction, training, guidance and support throughout their training period, which includes shadowing another experienced, qualified tutor/assessor at the appropriate level. Monthly 1:1 meetings with their line manager to ensure swift interventions and support.

To ensure that the procedures for the assessment of our learners are carried out in accordance to the requirements of the Regulatory and Awarding Bodies and in line with recognised good practice. All tutor/assessors will:

- Hold a quantifiable Assessors qualification and take part in standardised updated e.g. D32/33 A1 or TAQA qualification.
- Maintain occupational competence for the award(s) they are designated as a tutor/assessor
- Carry out a comprehensive induction process with a Learner prior to starting on a Diploma
- Maintain up-to-date and accurate records of assessment planning, progress, assessment decisions with Learners, Employers and Verifiers according to Awarding Body requirements and ABM Training procedures.
- Ensure that all evidence submitted by a learner is matched to the relevant standards
- Sign and date all evidence submitted by learners as confirmation they have checked for validity, authenticity, currency and sufficiency.
- Attend regular staff meetings in addition to any meetings with Internal Verifier(s) and colleagues to share ideas and/or discuss relevant issues
- Comply with relevant legislation, local priorities and accepted good practice for Health & Safety, Data Protection, Safeguarding and Equal Opportunities, both at ABM Training and in the Learners workplace.

In addition:

- All training and assessment material developed by tutor/assessors must be approved by ABM Training, shared with others as appropriate and master copies held at ABM Training

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- Tutor/Assessors will be given the opportunities to update their knowledge and skills by attending relevant internal and external forums and workshops
- All tutor/assessors will be regularly monitored to ensure they meet the standards of excellence by ABM Training
- All tutor/assessors will develop and maintain evidence to show Continuous Professional Development via profile setting on OneFile online portfolio
- Bring all problems or other issues regarding Learner progress or assessment to the attention of the designated Internal Verifier.
- Attend all meetings, forums, workshops etc as deemed necessary in order to keep skills and knowledge updated and adopt recognised good practice.
- Assist with the marketing of all the services ABM Training offer
- Visit learner workplaces and carry out and/or ensure that the Health and Safety check has been completed, is up-to-date and any action plans addressed.
- Afford assistance with all aspects of the daily running and housekeeping of the business and with any or all administrative matters from time to time arising
- Utilise own transport for the efficient delivery of all diploma programmes, maintain adequate and appropriate records to substantiate reimbursement of direct expenditure thereby incurred.
- Report directly to the designated Internal Verifier any major complaint received
- Act in the best interests of ABM Training at all times
- Conduct all dealings with learners and employers in an ethical and courteous manner at all times, maintaining the principle that any information gained whilst working for ABM Training is completely confidential and may not be discussed outside the offices of ABM Training at any time

Background

All learners are inducted into the qualification and appropriate assessment procedure by their tutor/assessor at the first visit.

All assessments are carried out wherever possible in the workplace on an on-going basis.

Formative and Summative Assessment

All learners receive the offer of underpinning knowledge, advice and guidance throughout the programme. This allows the learners opportunities to practice areas of the criteria, as part of the course, to help them work towards becoming competent and to prepare them for summative assessments. All work undertaken is kept as evidence to show on-going progress. Assessments are holistic and cover a range of units, depending on the task being undertaken, so that learners become competent over a period of time, to show consistency.

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Frequency and Planning of Assessments

All learners are visited in the workplace approximately every 4 weeks, as per ABM UK Ltd contract. Planning is carried out during induction and regularly throughout the programme. All assessments, are discussed, agreed and booked beforehand so that all persons involved (learner, tutor/assessor, supervisor and/or manager) are aware that assessments will be taking place. If an appointment is cancelled an urgent replacement date will be offered as soon as possible.

Types of Assessment

All assessments take place according to the procedures laid down in the relevant Awarding Body Standards/Guidelines and in line with the latest regulatory up-dates and all Tutor/Assessors are issued with/have access to copies of these publications. To make sure the learning outcomes are completely covered and assessed, a range of assessment methods are used which include:

- Direct observation of learner by tutor/assessor
- Professional discussions
- Learners own work products
- Learners log or reflective diary
- Activity plan or planned activity
- Observation of children, young people or adults by the learner
- Recognition of Prior Learning (RPL)
- Reflection on own practice in real work environment (Reflective Account)
- Written or pictorial information
- Scenario or case study
- Task set by Awarding body (for knowledge learning outcomes)
- Oral questions and answers

Assessment and Feedback

Prior to assessment the tutor/assessor goes through a thorough briefing session with the learner on all units/learning outcomes/assessment criteria to be assessed. Tutor/Assessors will maximise on unplanned opportunities during observations. All 'demonstrates' must be observed, unless agreed by the IQA for certain criteria. ABM Training is keen to use the latest technology and therefore use dictaphones, where appropriate, to record evidence. Recordings are no longer than 20 minutes and added to each online eportfolio (OneFile) as evidence. Where it is inappropriate to use a dictaphone and with prior agreement with the Lead IQA observations/discussions should be written directly onto observation paperwork, signed by the tutor/assessor and Learner at the time of the assessment and uploaded

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directly to the eportfolio. At the end of the assessment the tutor/assessor gives a thorough de-briefing, highlighting all the competent areas and discussing any areas for further assessment, training etc. As well as giving oral feedback through discussion, tutor/assessors also make a record of feedback given. The OneFile journal and assessment plans will be updated by the tutor/assessor regularly throughout the course to enable IQAs/Management up to date information on the learner status.

All evidence must be uploaded to OneFile within 5 days of the assessment. All evidence must be marked by the time the learner is next seen.

Any communication to support progress must be logged within 5 days including communication with employers and/or parents. Information to be clear and detailed to ensure understanding.

All tutor/assessors are accompanied once a year by an Internal Quality Assurer who observes the tutor/assessor in the workplace – a formal report is completed, and feedback given privately to the tutor/assessor after the observation. If there is an area development noted the Internal Quality Assurer will implement any required training and will hold a follow up quality assurance visit within a three month period.

Portfolios are internally quality assured as per the quality assurance plan and tutor/assessors receive feedback on their learner portfolios.

Monthly reporting 1:1 meetings will take place with our Quality and Curriculum Manager within each tutor/assessor. Tutor/Assessors has access to reports detailing their learners and progress will be discussed monthly to confirm learners at, below and above target.

All assessment planning, tutor/assessor feedback and internal quality assurance activities are recorded electronically according to the Awarding Body systems and procedures. This information is strictly confidential with specific levels of access according to status.

All meetings held within ABM Training are compulsory for tutor/assessors. Dates have been communicated a year in advanced and detail type of meeting e.g. standardisation or team meeting.

Continuous professional development and training relating to assessment and procedure are offered at team meetings or via email and it is the responsibility of the tutor/assessor to log as evidence which is audited yearly.

Recording Outcomes

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