

Centre Documentation

Detailed below is a list of the documentation required by centres delivering RQF Qualifications.

All documentation should be version controlled and Centres may find it useful to keep an up to date record of their documentation with the current version number, date it was last reviewed and the date it should next be reviewed. Centres should review all policies and procedures on a regular basis.

More information can be obtained from the Centre Guide and the Assessor and IQA Guide on the RQF area of the IRRV website – www.irrv.net.

Title	Version No.	Last review date	Next review date
Assessment & Internal Verification Sampling Strategy			
Appeals Policy and Procedure			
Malpractice Policy and Procedure			
Centre Organisation chart/ roles and responsibilities			
Learning Agreement			
Complaints Policy and Procedure			
Equal Opportunities Policy			
Accreditation of Prior Learning Policy			
Candidate Selection Criteria Statement			
Induction material/programme			
Candidate Tracking System			
Candidate Evaluation Forms/Survey			
Health and Safety Policy			
Employer's Liability Insurance Certificate			
Data Protection Policy			
Safeguarding Policy			
Prevent Policy			
Conflict of interest Policy			
Artificial Intelligence Policy			
Centre documentation (in line with IRRV standards)			

DOCUMENT NAMED AND DISCRIPTION

Assessment & Internal Quality Assurance Sampling Strategy

Details the type of assessment that will be carried out, and the timescales. Also details how internal quality assurance will be undertaken, the sampling strategy and frequency. Centres should include the maximum assessor: candidate ratios in this strategy (reflecting the amount of time each assessor can dedicate to the function).

The strategy should also include roles and responsibilities of assessors and internal quality assurer unless detailed elsewhere.

Appeals Policy and Procedure

Details what a candidate's appeal rights are, and how the procedure to be followed. Timescales should be included for the Centre to deal with any appeal. Needs to also refer to the Awarding Body appeals procedure and any associated costs.

Malpractice Policy and Procedure

Details what constitutes malpractice and the procedures that will be followed by the centre. Needs to refer and have regard to the Awarding Body policy as well.

Centre Organisation chart/ roles and responsibilities

Could include a flow chart, along with names, contact numbers and job roles. Responsibilities may also be shown in the Assessment and Internal Verification Sampling Strategy above.

Centre documentation (in line with IRRV standards)

See the IRRV Assessor and Internal Quality Assurer Guide on the IRRV web site at www.irrv.net for examples.

- Assessment plan
- Observation form
- Action plan
- Witness statement form
- Narrative sheet/ story board
- Personal development plan
- Questioning and answer form
- IV candidate interview record
- IV assessor assessment checklist

Learning Agreement

Centres may have their own Learning Agreement or may refer to a corporate one (where the centre is part of the candidate's organisation). A 3-way Learning Agreement is good practice where the candidate, the centre and the employer all sign up to the process and agree how the candidate will be supported. Equally the candidate needs to show their commitment to the qualification in the agreement.

Complaints Policy and Procedure

May also refer to the appeals procedure. Timescales and manner for a Centre to deal with a complaint should be included.

Equality and Diversity Policy

The policy needs to reflect candidate selection and treatment in assessment. It needs to also include reference to those with particular assessment requirements. See the RQF area of the IRRV web site at www.irrv.net.

Accreditation of Prior Learning Policy

APL (Accreditation of Prior Learning) is an assessment process which enables recognition of achievement from a range of activities using any valid assessment methodology. Provided that the unit standards have been met, the use of APL is acceptable for accrediting part of a unit/unit(s) or a qualification. Centres need to have a policy to recognise that this process will take place as part of the unit initial assessment. See the RQF area of the IRRV web site at www.irrv.net.

Candidate Selection Criteria Statement

Centres should have a statement detailing the candidate selection criteria that will be applied. It is for centres to decide what should go in the statement but they may wish to take into account factors such as length of service in the relevant area, previous training, relevance to job role, prospect of completing within a given timescale. Centres will be monitored on their selection statement.

Induction material/programme

Centres need to have standard procedures for each new candidate to ensure they are aware of the centre policies and procedures. The candidate also needs to have the process of RQF assessment explained. It is useful if centres have a programme that covers this.

Candidate Tracking System

Centres need to ensure candidates are monitored throughout the process. This includes monitoring the time spent on any 1 unit, the progress overall and comparisons with other candidates and assessors to ensure there are no reasons for delay. The system should also record all assessment decisions, what internal verification has been carried out and what units have been put through for certification.

Candidate Evaluation Forms/Survey

Centres Should ensure candidates complete these forms on a regular basis. At least after their induction and completion of the qualification.

Health and Safety Policy

A health and safety policy sets out your general approach to health and safety. It explains how you, as an assessment centre, will manage health and safety in your business. It should clearly say who does what, when and how.

Safeguarding Policy

This policy needs to ensure all learners understand the safeguarding and reporting policy. Learners should know who the point of contact is within a assessment centre

Its purpose is to enable assessment centres to achieve consistent and robust arrangements for safeguarding people with care and support needs and to implement effective safeguarding plans which minimise risks of harm and adopt a zero tolerance approach to abuse, maltreatment and neglect .

Prevent Policy

Centre's need to ensure all learners know and understand prevent reporting procedures.

Prevent addresses all forms of extremism and has 3 strategic objectives: Tackle the causes of radicalisation and respond to the ideological challenge of terrorism. Safeguard and support those most at risk of radicalisation through early intervention, identifying them and offering support.

Conflict of interest

This policy needs to outline what constitutes as a conflict of interest and the procedure to follow when a conflicts of interest arise.

A conflict of interest policy is intended to help ensure that when actual or potential conflicts of interest arise, the assessment centre has a process in place under which the affected individual will advise the centre about all the relevant facts concerning the situation.

Employer's Liability Insurance Certificate

Each centre should have an up to date insurance certificate.

If an employee is injured or unwell as a direct result of working for your business, they could claim compensation. That is where employers' liability insurance comes in

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