

## **4 Doves First Aid Training**

### **Access to Fair Assessment**

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### **1. Introduction:**

- 1.1 4 Doves First Aid Training fair assessment policy describes access arrangements for learners on ITC First (ITC) qualifications

### **2. 4 Doves First Aid Training 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 4 Doves First Aid Training 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 4 Doves First Aid Training 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. 4 Doves First Aid Training 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. 4 Doves First Aid Training Internal Quality Assurance**

- 5.1 4 Doves First Aid Training will review learner assessment evidence, ensuring it is complete, accurate and the outcome considered appropriate for the qualification/award.
- 5.2 4 Doves First Aid Training 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 4 Doves First Aid Training will in addition and where appropriate undertake unannounced visits to its courses.
- 5.4 4 Doves First Aid Training 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 4 Doves First Aid Training:**

- 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 by following the Appeals Policy of 4 Doves First Aid Training.