



Regulatory and Accreditation Compliance training course content

Training Outcomes:	On completion of the training, delegates will be able to:
<p>1. Be able to outline the aims, objectives, qualification rules of combination, assessment evaluation methods, qualifications rationale, qualifications credit framework and progression routes.</p>	<p>1.1 Describe the distinctiveness of qualifications</p> <p>1.2 Analyse the objectives of the Awarding Body</p> <p>1.3 Demonstrate the aims of the qualifications</p> <p>1.4 Describe the Qualification Credit Framework (QCF) levels</p> <p>1.5 Describe the rules of combinations</p> <p>1.6 Describe the assessment evaluation methods</p> <p>1.7 Outline the applied focus components</p> <p>1.8 Describe instructional strategies</p> <p>1.9 Describe qualifications rationale</p> <p>1.10 Outline Awarding Body Qualification Credit Framework levels</p>
<p>2. Understand approval /accreditation process and requirements</p>	<p>2.1 Analyse the general approval requirements</p> <p>2.2 Describe and demonstrate educational requirements</p> <p>2.3 Outline educational establishment environment</p> <p>2.4 Identify appropriate promotional materials, learner records systems and monitoring reviews and evaluations.</p> <p>2.5 Describe the accreditation criteria</p> <p>2.6 Outline Awarding Body application form requirements and educational establishment responsibilities</p> <p>2.7 Be able to verify and support teaching principles and strategies</p>
<p>3. Understand examination/assessment information</p>	<p>3.1 Outline exam windows, dates and exam fee deadline</p> <p>3.2 Explore Qualification entry requirements</p> <p>3.3 Demonstrate acceptable minimum study duration for different qualifications</p> <p>3.4 Candidate exam forms and educational establishment management forms</p> <p>3.5 Be able to outline conduct of examinations (invigilation, sorting, storing answersheets, labelling coursework)</p> <p>3.6 Describe general assessments procedures</p>
<p>4. Understand the UK Qualification Credit Framework (QCF) and the purpose of the QCF</p>	<p>4.1 Explore the QCF levels</p> <p>4.2 Outline the inter-related guidelines in</p>

	<p>developing assessments</p> <p>4.3 Describe the purpose of qualification curriculum/specification</p> <p>4.4 Describe how quality, consistency, accuracy and fairness can be identified in assessments</p> <p>4.5 Define assessment regulations</p> <p>4.6 Analyse the purpose of regulations</p> <p>4.7 Describe assessment criteria</p> <p>4.8 Identify diagnostic and formative assessments</p> <p>4.9 Describe content of an assessment policy</p> <p>4.10 Describe Accreditation of Prior Learning (APL)</p> <p>4.11 Outline the importance of recognition</p> <p>4.12 Evaluate Awarding Body accountability principles</p> <p>4.13 Evaluate Centre accountability principles</p> <p>4.14 Outline accountability measurements</p> <p>4.15 Describe the rationale for quality assurance</p> <p>4.16 Analyse monitoring and evaluation procedures</p> <p>4.17 Define the main purpose of evaluation</p> <p>4.18 Describe staff development principles and strategies</p>
5. Understand qualification development quality assurance standards	<p>5.1 Identify statement of Equity (Fair Access Design) principles</p> <p>5.2 Evaluate general assessments principles</p> <p>5.3 Outline assessment structure principles</p> <p>5.4 Outline written assessments principles</p> <p>5.5 Outline practical/coursework assessment principles</p> <p>5.6 Evaluate Centre internal assessment principles</p> <p>5.7 Describe qualification specification development process</p> <p>5.8 Compare and contrast quality control vs quality assurance</p> <p>5.9 Explore framework for qualifications planning review</p> <p>5.10 Describe quality system at Centre level</p> <p>5.11 Outline quality management policy</p> <p>5.12 Analyse the criteria for demonstrating qualifications and curriculum compliance</p> <p>5.13 Outline learning and assessment design principles</p>
6. Understand assessment aims and delivery of assessments management	<p>6.1 Outline the criteria for appointing assessors and external verifiers</p> <p>6.2 Describe the purpose of standardisation</p> <p>6.3 Evaluate examination regulations policy framework</p> <p>6.4 Describe exam invigilation process</p> <p>6.5 Describe assessments quality assurance principles</p>
7. Understand documents relevant to	<p>7.1 Outline different documents relevant to</p>

candidates and management respectively	
	7.2 Centre Management Outline different documents relevant to Candidates
8. Understand educational policies, procedures, documents and forms.	8.1 Be able to state how Awarding Body operate its assessments
	8.2 Be able to conclude learner conduct during examinations
	8.3 Be able to evaluate Reasonable Adjustment, Special Consideration and Access Arrangements
	8.4 Be able to interpret the Awarding Body Certification Policy
	8.5 Be able to identify how centres can help learners achieve full learning potential
	8.6 Be able to verify and authenticate learners and their work
	8.7 Discuss requirements to assure the integrity and standard of learning
	8.8 Explore how candidate achievements are assessed and quality assured.
	8.9 Analyse the process of ensuring assessment consistence
	8.10 Discuss the consequences of malpractice/maladministration
	8.11 Describe Accreditation of Prior and Experiential Learning (APEL)
	8.12 Outline the process of dealing with suspected malpractice/maladministration issues
	8.13 Analyse Candidate Assessment, Centre Management and Awarding Body Assessment Forms
	8.14 Describe Centre and Awarding Body procedure documents
	8.15 Describe Qualification Development and Assessment Management documents
9. Comprehend how to navigate Awarding Body website	9.1 Explore Awarding Body Home Page top section information
	9.2 Explore Awarding Body Home Page left section information
	9.3 Explore Awarding Body Home Page middle section information
	9.4 Explore Awarding Body Home Page right section information
	9.5 Examine Awarding Body subsequent pages information