

## ASSESSMENT AND QUALITY ASSURANCE POLICY

Current from January 2021; renewable January 2022

### OVERVIEW

**The purpose of the Spiritual Companions Trust's policy on assessment and quality assurance is to:**

1. Ensure access and equality of opportunity whilst preserving the integrity of the Level 3 Diploma in Practical Spirituality and Wellness qualification
2. Ensure there are no obstacles to demonstrating achievement
3. Provide on-going support to learners, including those with particular requirements
4. Take account of all current legislation with regards to equality of opportunity
5. Ensure quality assurance

### GOOD PRACTICE AND FAIR ASSESSMENT

#### A. Tutor/Assessors

**In order to create and maintain good practice and fair assessment the Spiritual Companions Trust will ensure that tutor/assessors:**

1. Receive an induction into Spiritual Companions Trust principles of assessment and quality assurance procedures
2. Create assessment opportunities with regard to the equality and diversity of learners, making sure that evidence can be produced in varied ways
3. Guarantee the use of plain language
4. Make certain that the assessment plan allows for the producing of evidence to allow learners to fulfil the learning outcomes
5. Keep records of all assessment activities for a minimum of 3 years in line with the Trust's Learners and Graduates Data Protection Policy, under General Data Protection Regulation



6. Advise learners in accordance with learning outcomes
7. Devise and implement their strategy of assessment so as to neither discriminate against any group of learners nor unnecessarily overstrain learners

### **B. Periodical Review**

1. Periodical review of the assessment activities is an integral part of the Level 3 Diploma in Practical Spirituality and Wellness programme monitoring and learning from practice

### **C. Internal Quality Assurers (IQAs)**

**In order to create and maintain good practice and fair assessment the Spiritual Companions Trust will ensure that IQAs:**

1. Verify that the assessment strategy for each unit/module is appropriate, reliable and covers all assessors and qualification activity
2. Verify that the assessments of individual tasks meets both the principles set out above and specific qualification requirements
3. Ensure that the records of tutors are clear and up to date
4. Ensure that the feedback from tutors to learners is unambiguous and applicable to the learning outcomes
5. Give feedback to the awarding organization, Crossfields Institute, concerning the validity of learning outcomes
6. Give written feedback to assessors on every aspect of the assessment process
7. Ensure that the IQA procedure is open, fair and free from bias
8. Ensure that there is accurate and detailed recording of IQA decisions
9. Ensure that the Centre assessment processes are verified as fit for purpose
10. Please see the *Spiritual Companions Trust Internal Quality Assurance Handbook* for further information on assessment practice and the roles of staff involved in the process

#### D. The Spiritual Companions Trust, herein referred to as the Centre

In order to create and maintain good practice and fair assessment the Centre will -

1. Verify an appropriately structured sample of assessor work from all courses, sites and teams, to ensure Centre qualifications conform to awarding organization standards and external quality assurance requirements
2. Plan an annual quality assurance schedule, linked to assignment plans
3. Define, maintain and support effective internal quality assurance roles
4. Ensure that identified staff will maintain secure records of all internal quality assurance activity
5. Brief and train staff on the requirements for current IQA procedures
6. Promote internal quality assurance as a developmental process between staff
7. Provide standardised IQA documentation
8. Use the outcome of internal quality assurance processes to enhance future assessment practice
9. Keep records of assessment activities for a minimum of 3 years in line with the Centre's Learners and Graduates Data Protection Policy, under General Data Protection Regulation (GDPR)
10. Hold learner course work until EQA sampling and certification is complete. After this, the Centre holds graduate work in individual graduate files. This is to provide graduates with a backup record of their work, in case anything should happen to their own records. It also ensures that the Centre can refer to graduate work records if there is any future query or complaint. The Centre will ask graduates at graduation for their written consent to grant permission to hold their course work on record. If graduates should ever want their work deleted, they should make a written request to Diana Brown at [diana@spiritualcompanions.org](mailto:diana@spiritualcompanions.org) The Centre will advise learners and graduates of any changes to this process

#### E. Learners

1. Receive an induction into Spiritual Companions Trust, Portfolio building and assessment against learning outcomes
2. Are aware of the Centre's Complaints and Appeals Policy
3. Receive a plan of assessment
4. Are aware of any time restrictions that might affect the achievement of the qualification or completion of the programme
5. Receive feedback from all assessment activities within a realistic time-scale relative to the achievement/non achievement of the learning outcomes

6. Receive regular feedback to accompany their individual unit progression on the path towards the qualification

#### **F. Internally Devised Assessment**

The demonstration of fair and non-discriminatory assessment to all learners will be the role of the Tutor/Assessors.

At the design stage it is the responsibility of the IQA to verify that both the assessment strategy and the assessment tasks adhere to the following principles:

1. Authenticity
2. Validity
3. Reliability and consistency
4. Fitness for purpose
5. Inclusiveness

#### **G. External Quality Assurance**

External Quality Assurers (EQAs) appointed by Crossfields Institute will scrutinise the evidence for all units offered by the Centre. They will:

1. Sample assessment and learner evidence of achievement
2. Ensure that rigorous processes are in place for the assessment, tracking and recording of individual learner achievements in accordance with Crossfields Institute requirements
3. Confirm achievement following sampling via Mercury
4. Complete an EQA Report for the Centre, the Spiritual Companions Trust and Crossfields Institute (EQA Reports are made available to the Centre and form an important source of evidence for the development of the Centre Quality Improvement Plan – see *Centre Handbook* for more information)

For any questions on the Assessment Policy please contact the course tutor – contact details available on the Spiritual Companions Trust website – or the Spiritual Companions Trust administrator at [diana@spiritualcompanions.org](mailto:diana@spiritualcompanions.org)

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