

## 2<sup>nd</sup> Chance First Aid

### Access to Fair Assessment Policy



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## **1. Introduction:**

**2<sup>nd</sup> Chance First Aid** fair assessment policy includes both Internal Quality Assurance and External Verification.

## **2. 2<sup>nd</sup> Chance First Aid 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 candidates when demonstrating achievement.
- 2.3 provide on-going support to candidates, including those with requirements and those requiring special considerations.
- 2.4 consider current legislation with regards to the equality of equal opportunity.

## **3. Access to Fair Assessments:**

**2<sup>nd</sup> Chance First Aid** trainers and assessors will:

Be aware of and abide by the awarding body **ITC First** fair assessment and special considerations policies as documented in policy document P8 Section 4 available via ITC web site, member's area, Support Resources, **ITC First** Policy & Procedures.

- 3.0 Create assessment activities regarding the equality and diversity of learners.
- 3.1 Ensure that assessment activities are flexible to meet the needs of all candidates without creating undue advantage.
- 3.2 Use plain language free of jargon and appropriate pace relevant to the candidates.
- 3.3 Request pre-notification of any candidate's special considerations so appropriate training and assessments can be planned.
- 3.4 Complete Special Considerations form C4 Access to Special Considerations form available from **ITC First** where there is pre-notification of needs.
- 3.5 Complete Special Considerations Form Unforeseen Circumstances P7 where there is no pre-notification of considerations.
- 3.6 Ensure reasonable adjustments to assessments are made without any undue advantage gained by the candidate and hindrance to others.

3.7 Clearly explain the learning outcomes and assessment criteria.

3.8 Maintain regular dialogue with the candidates as to how they are progressing throughout their assessments.

3.9 Provide **2<sup>nd</sup> Chance First Aid** and ultimately awarding organisation **ITC First** with the assessment documents and C4 and C7 Access to Special consideration documents.

**4. 2<sup>nd</sup> Chance First Aid in conjunction with awarding body guidance will ensure that via its Internal Quality Assurance:**

4.1 The assessment approach for the qualification is appropriate, fair and reliable without any undue advantage.

4.2 Verify that the assessments meet the requirements of the awarding organisation and regulators.

4.3 Ensure that records of assessment and any adjustments are clearly detailed to support the assessment decisions.

4.4 Ensure the assessment decisions are fair and free from bias.

4.5 Provide all documentation to its awarding organisation.

**5. 2<sup>nd</sup> Chance First Aid Internal Quality Control**

5.1 **2<sup>nd</sup> Chance First Aid** will review the assessment evidence ensuring it is complete, accurate and the outcome considered appropriate for the qualification/award.

5.2 **2<sup>nd</sup> Chance First Aid** will ensure that it uses trainers and assessors that are regularly (minimum annually), internally verified by a colleague not related to them (Completion of PR6 **ITC First** template document).

5.3 **2<sup>nd</sup> Chance First Aid** will in addition and where appropriate undertake unannounced visits to its courses.

5.4 **2<sup>nd</sup> Chance First Aid** will support **ITC First** in its activities of Internally and Externally verifying trainers on its courses.

5.5 Use the outcomes of any internal quality reviews to enhance future assessment practices.

**6. Course candidates will have received from 2<sup>nd</sup> Chance First Aid:**

6.1 An induction at the beginning of each course detailing the outline of the course and the assessment criteria.

6.2 Be informed of the complaints and appeals procedure if they feel they have a grievance of any nature either during or after the course has completed.

6.3 Have their own assessment plans and regular feedback which are available to be viewed during the training activity.

6.4 That the assessment Pass/Fail is ultimately the responsibility of the awarding organisation however candidates may receive an indication from the trainer at the time of the activity.

6.5 A fair and appropriate opportunity to achieve which is unbiased.

## **7. Appeal against Assessment Decisions**

All candidates may appeal (within published time deadlines – 3 weeks) against assessment decisions to:

1. [2<sup>nd</sup> Chance First Aid](#)
2. [ITC First Awards Manager](#) – awarding organisation
3. Regulators – SQA, Ofqual, RQF