



Quality Assurance Policy

April 2020

Policy authorised by Responsible Officer

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1.0 Introduction

The key role of OTHM is to secure standards for those qualifications we certificate. As part of our commitment to quality assuring standards we aim to provide guidance and support to help Centres and their learners to achieve learning and development goals. We also ensure that any regulatory requirements are met, and in turn we support Centres to meet those requirements.

We review all our policies annually or in response to regulatory changes to ensure that they remain fit for purpose.

2.0 Scope of policy

This policy is aimed at all OTHM stakeholders including learners, Centres, and other parties involved in any aspect of OTHM qualifications and endorsed learning provision.

3.0 Policy statement

OTHM are committed to ensure that management and assessment of our qualifications is valid and reliable and that learners who have shown that they can meet the standards of a qualification receive certification. Our quality assurance procedures must also ensure consistency of standards over time for all qualifications.

4.0 Quality assurance principles

OTHM quality assurance system is based on the following principles:

- The quality assurance system should be understandable to stakeholders, effectively administered and cost effective to operate
- Qualifications should be accessible to all learners who have the potential to achieve them
- The criteria, which define the performance required of learners for them to achieve qualifications, should be appropriate to the purpose, explicit and in the public domain
- Each criterion should be unique and necessary, and should comply with the specifications for the qualification
- Assessment should be valid, reliable and practicable, and assessment results should be in line with the criteria for the qualification
- Qualifications should be only offered in Centres that have the resources and expertise to assess learners against the qualification's criteria
- Staff in Centres should be provided with effective support in assessing and internal quality assuring learner work for certification
- Responsibility for quality assurance should be shared with Centres.

5.0 Quality assurance components

To ensure that the qualifications OTHM offers are designed, delivered and assessed to acceptable national standards, several quality assurance elements are set out, which are based on the quality assurance principles. These elements underpin all OTHM qualifications and underpin the mechanisms through which national standards are maintained.

Element	The Criteria Cover
Recognition as an OTHM Centre	The management procedures which underpin the implementation and assessment of OTHM qualifications in Centres.
Approval to offer specific OTHM qualifications	Resources required of Centres for the implementation and assessment of specific OTHM qualifications.
Validation of OTHM qualifications	Ensuring that OTHM qualifications are fit for purpose
Internal verification of internal assessment	The process by which Centres ensure that all internal assessments are valid and consistent with approval from OTHM prior to use and through the use of standardisation activities.

Each element covers an area of assessment or quality assurance and is divided into requirement or criteria. The criteria set out the corresponding responsibilities of OTHM and its Centres.

6.0 Internal Quality Assurance

OTHM recognise the crucial importance of establishing and retaining standardisation of assessment requirements across subjects and levels.

Internal quality assurance at Centres must cover assessment decisions made by

- all assessors
- assessment decisions to meet the criteria of the specifications
- learner work that reflects the level of achievement and
- learner work that reflects certificate claims

Centres must undertake standardisation activities appropriate for each qualification to be delivered with all relevant assessors and internal quality assurance staff. In general this should be conducted prior to first delivery of the qualification as part of the preparation for delivery, prior to assessment and as part of the post delivery review. In addition any new assessors and quality assurance staff should undertake standardisation prior to working with the qualification. With an established qualification where no changes have occurred, centres should conduct standardisation activities twice in an academic year as a minimum.

7.0 External Quality Assurance

OTHM will appoint individuals who are occupationally and professionally competent to

ensure accurate and consistent standards of assessment, across OTHM delivery Centres and over time. They are responsible for completing any External Quality Assurance (EQA) activities.

The purpose of such activities is to ensure Centres:

- Have appropriate levels of resources to support the delivery of the qualification, including both physical resources and staffing
- Are using appropriate assessment methods and making appropriate assessment decisions according to OTHM requirements
- Have appropriate internal quality assurance arrangements as outlined within the relevant qualification specification
- Are using appropriate administrative arrangements to support the function of delivery and assessment.
- Feedback to Centres is given through the EQA report form which includes details on the above criteria and any areas where further development is required.

8.0 Monitoring and Training

OTHM monitor and review all quality assurance processes and procedures continually and formally at least annually. We provide mandatory training for EQAs at least annually and more frequently if required in addition to providing feedback and support on performance.

9.0 Regulatory references

Ofqual requires all regulated Awarding Organisations to establish and maintain evidence of their compliance with the General Conditions of Recognition. As part of its ongoing process of compliance, OTHM policies and procedures will reflect the particular conditions and criteria they address.

This policy addresses the following Ofqual General Conditions of Recognition (GCR).

GCR Reference	GCR Section title
D1	Fitness for purpose of qualifications
E4	Ensuring an assessment is fit for purpose and can be delivered
G1	Setting the assessment
G9	Delivering the assessment
H1-6	From marking to issuing results

10.0 Policy review date

July 2020

11.0 Useful contacts

For more information on our qualifications and services visit: www.othm.org.uk.
Alternatively, call at: +44(0)20 7118 4243 or email at: info@othm.org.uk

End of policy