



QCF - Assessment Centre Support package

This package is suitable for employers that have trained and active work based Assessors.

And

Have access to an internal verification resources to support and to implement Regis assessment centre policy and to quality assured internal assessment.

Can commit to registering a minimum number of QCF learners through the assessment centre.

Support for work based Lead Internal Verifier

Typically this is the customers senior IV or center coordinator

Interview and standardization for internal verifiers wishing to quality assure assessment of NVQs assessed in the workplace.

Provide consultant and IV support to the Customer Lead Internal Verifier (CLIV).

Each organization can tailor their own internal delivery of QCF awards providing assessment meets the requirements agreed between Regis training assessment center and the awarding body.

Once the delivery and processes have been agreed between CLIV and Regis. Regis or the CLIV will deliver a session to align assessor practice and also to clarify the administration process to be used.

The CLIV will be responsible directly to the center for quality assurance of assessment and verification relating to assessment within the customers organization for learners registered with the center.

Regis will provide supportive quality assurance support and monitoring of assessment and verification carried out within the organization.

Internal verification training

Subject to 6 months assessment and approval by the Center Coordinator Regis may invite assessors following CLIV request to begin Internal Verifier (V1) training through the center.

V1 - £610 plus awarding body costs.

QCF Health and Social Care (annual charges)

9-19 learners £385

20 + learners £350

The above are plus awarding body costs.

The above price includes certification of full award or unit certification (single instance)

Admin charges for additional units selected.

Per units - £41 plus awarding body costs

Learner induction

Initially Regis will train assessors either at a workshop using role-play or for a real learner induction to train assessors in the process to provide full induction to QCF, creation of learning plans and use of learning resources.

On going inductions once competent are carried out by work-based assessors under the



guidance of the CLIV supported by the assessment center.
CLIV will be provided with induction documentation.

- Learner evidence gathering portfolio
- Mandatory units
- Individual learning plan
- Assessment documentation
- Sign up front sheet

Regis will communicate changes to policy/ best practice to the CLIV for review and dissemination to all assessors. The final format and process is open to local agreement which may include electronic media (email, secure website)

Regis will process the enrolment paperwork submitted to the center. Register learners details with the QCF awarding body.

Send optional unit resources to the learner as selected at induction.

Manage verification process and the selection of units to be sampled.

Programme support

Regis will provide telephone and email support relating to assessment practice, protocol and enquiries from assessors about training.

Provide a email monthly report in spreadsheet format to the CLIV regarding active learner progress.

Assessor support

Assessors updates are communicated through the CLIV who disseminates the information to assessors.

Assessors have access to the Regis assessment center code of practice. The CLIV is responsible for ensuring that learners have fair access to assessment and that assessors comply with the code of practice.

Assessors will be invited to assessor conferences and updates sessions. Should the customer wish for local group sessions these would be provided locally by agreement.

Regis promotes training of new assessors and can facilitate group session training or provide individual support for the A1 award.

A1 Assessor Training - £610 plus awarding body costs.

(Ask about group discounts)

Quality assurance

Regis will liaise with the CLIV to agree strategies for sampling candidate assessments. This will include an audit of IV processes in line with Awarding Body requirements.

A database of candidate progress and achievement will be maintained centrally by Regis, and clients will be provided with an electronic database to log the location of candidate's work during their course.

All contact with the Awarding Body will be undertaken by Regis including arrangements for External Verifier visits. A representative from Regis will support the customer prior and during the External Verifier visits and work closely with the CLIV to put any subsequent action points in place.



Assessors and IVs will have the opportunity to attend 3 monthly standardization meetings at the client's workplace to discuss issues relating to assessment practice and share good practice.

Regis will provide agreed training workshops to ensure assessors and IVs are maintaining and kept up-to-date in best practice, awarding body changes and latest developments.

Customised workshops can be arranged to support specific skills and training needs including:

- How to present a portfolio
- Feedback and action planning skills
- How to carry out professional discussions and maintain records
- Observation skills

What next?

For a discussion about suitability and the development within your organization, please email or call Phil Dufour on Tel: 0800 0680 978

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We look forward to your call. Please note that all packages are subject to change to meet your specific organizational requirements.