

Approval Criteria Checklist for Sites

To gain and retain University Of Applied Research & Development Site Approval status, Sites must ensure that they meet each of the University Of Applied Research & Development Approval Criteria. This checklist has been devised as a self-assessment readiness tool for Sites when preparing for both approval and external quality assurance visits by University Of Applied Research & Development.

By the side of each criteria is a reference box which can be used by your Site. This can be used to list the various pieces of evidence that you have available to confirm compliance with that criteria, to allow you to ensure that you meet all of the requirements. Sites who are going through the approval process will not gain approval if they fail to evidence that they are, or can meet, that criteria.

Further information regarding the Approval Criteria are detailed within the University Of Applied Research & Development Quality Assurance Manual. The manual also contains guidance and support for Sites in meeting University Of Applied Research & Development requirements as well as providing important information in regards to our quality assurance policies and procedures.

Please note that the University Of Applied Research & Development Approval Criteria are generalised across all provision and that there are specific requirements that Sites must meet in order to gain and retain approval for each University Of Applied Research & Development qualification. The specific requirements for each qualification are detailed within its qualification specification, available on the University Of Applied Research & Development website.

Section A – Internal Management and Systems

| Ref | Approval Criteria | Site Reference |
|--------------------------------|--|----------------|
| Site Management | | |
| A.1 | An appropriate and effective management system is in place within the Site. | --- |
| A.2 | A suitable workforce for the administration of University Of Applied Research & Development provision is in place. | --- |
| A.3 | All staff members are sufficiently inducted and trained in their roles and on the Site's policies, procedures and systems. | --- |
| A.4 | Roles and responsibilities are understood by all staff involved in the assessment and training of University Of Applied Research & Development qualifications. | --- |
| A.5 | Service level agreements with partner organisations are adequate to demonstrate responsibilities. | --- |
| Policies and Procedures | | |
| A.6 | Appropriate, up-to-date policies and procedures to effectively manage University Of Applied Research & Development provision are in place. | --- |

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| A.7 | Policies and procedures are supported by management and are effectively shared and understood by all delivery and administrative staff. | --- |
| A.8 | The appropriate insurances to protect learners, staff and visitors are in place as deemed by law. | --- |
| A.9 | Conflicts of interest are documented and managed appropriately. | --- |

| Learner Management | | |
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| A.10 | A robust induction process and registration process is in place to allow for accurate and timely registration of learners. | --- |
| A.11 | Learners are made aware of their rights regarding appeals, equal opportunities and health and safety. | --- |
| A.12 | Learners are made aware of how their data will be stored and shared with University Of Applied Research & Development. | --- |
| A.13 | Equality of opportunity data of learners is collected and reported on, with appropriate changes made based on findings. | --- |
| A.14 | Claims for certification are safe, valid and made in a timely manner. | --- |

Section B – Delivery Staff, Resources and Equipment

| Ref | Approval Criteria | Site Reference |
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| Delivery Staff | | |
| B.1 | A suitably experienced and qualified workforce for the training, assessment and quality assurance of University Of Applied Research & Development provision is in place. | --- |
| B.2 | CVs and certificates for all staff members are available and securely stored at the Site. | --- |
| B.3 | Sufficient provision of staff training and development is provided to allow Continuous Personal Development of delivery staff. | --- |
| Resources and Equipment | | |
| B.4 | Physical resources to support assessment and training are both adequate and comply with health and safety legislations and directives. | --- |
| B.5 | Changes to personnel involved in assessment, training and internal quality assurance are notified to University Of Applied Research & Development. | --- |

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| B.6 | All delivery sites are appropriate and have been identified to University Of Applied Research & Development. | --- |
| B.7 | Appropriate delivery tools (lesson plans, handouts, schemes of work) are used effectively for delivery of University Of Applied Research & Development products. | --- |

Section C – Assessment and Training

| Ref | Approval Criteria | Site Reference |
|---|--|----------------|
| Assessment Practice | | |
| C.1 | Assessors are aware, and make use of, valid and reliable assessment methods. | --- |
| C.2 | Assessment methods utilised are in line with qualification requirements and are inclusive. | --- |
| C.3 | Assessment and training delivered meet qualification requirements, including those of GLH and TQT. | --- |
| C.4 | Recognition of Prior Learning is used appropriately. | --- |
| C.5 | Reasonable Adjustments are considered, applied and recorded appropriately. | --- |
| C.6 | Claims for exemption identified by learners are considered and recorded by the Site. | --- |
| C.7 | Assessment decisions are supported by valid, authentic, sufficient and reliable evidence. | --- |
| C.8 | Assessment and records are sufficient, auditable and are appropriate for the qualification being delivered. | --- |
| C.9 | All records for internally marked assessments are auditable and marking is consistent and accurate across learners. | --- |
| Learner Tracking and Progression | | |
| C.10 | Initial assessment of learners is carried out to confirm the correct level/mode of product and remove barriers to entry. | --- |
| C.11 | Planned programmes of deliveries have been put in place and have been agreed by learners. | --- |
| C.12 | Learners are supported, monitored and receive regular to reviews their progress whilst on programme. | --- |
| C.13 | Information, advice and guidance is provided to learners regarding training and assessment. | --- |
| C.14 | Learners receive adequate and appropriate verbal and written feedback after each assessment activity, | --- |

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| C.15 | Assessment records show accurate assessment tracking, progress and achievement. | --- |
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Section D – Internal Quality Assurance

| Ref | Approval Criteria | Site Reference |
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| IQA Planning | | |
| D.1 | A clear, appropriate and robust IQA strategy is documented. | --- |
| D.2 | An IQA sampling plan is documented and encompasses all Assessors, learners, qualifications and assessment methods within the Site's provision. | --- |
| IQA Activity | | |
| D.3 | The Site effectively implements and follows their documented IQA strategy and sampling plan. | --- |
| D.3 | The Site's IQA strategy and plan is regularly reviewed and any quality improvement measures are implemented. | --- |
| D.4 | IQA sampling is effective for confirming validity of assessment decisions. | --- |
| D.5 | Pre-verification of assessment tasks and strategies takes place and is effective. | --- |
| D.6 | IQA sampling is effective for confirming validity of assessment decisions. | --- |
| D.7 | Observation of assessment practice takes place to ensure Trainer and Assessor competence and performance. | --- |
| D.8 | Internal quality assurance processes ensure assessments/training cover all learning outcomes and assessment criteria prior to any claims for certification. | --- |
| D.9 | Assessors are provided with clear and appropriate feedback on assessment. | --- |
| D.10 | There is regular standardisation of assessment and training between Site staff. | --- |
| D.11 | Formal feedback is sought from learners and employers to evaluate the delivery of the Site's assessment and training. | --- |
| D.12 | There is an effective query resolution system in place for delivery staff. | --- |

Section E – External Assessment Arrangements

| Ref | Approval Criteria | Site Reference |
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| External Assessment Arrangements | | |
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| E.1 | The Site has appropriate examination venue and facilities. | --- |
| E.2 | The Site has named invigilators who are appropriately trained in their role. | --- |
| E.3 | Security arrangements for externally set examinations are appropriate. | --- |
| E.4 | The Site has a process in place for ensuring identification of learners is checked before assessments are sat. | --- |
| E.5 | Examinations take place in line with the University Of Applied Research & Development Invigilation Policy and Procedures. | --- |