

## **ETF additional guidance for Assessor/Quality Assurance qualifications**

**Qualification mitigations issued 2 October 2020 reviewed 27 January 2022**

### **General**

Awarding Bodies have a responsibility to uphold standards and ensure qualifications are fit for purpose. Therefore, any deviations from accepted qualification specifications must be in extremis and subject to awarding body approval beforehand. The situation as we emerge from the extremities of the Covid lockdown and its consequences means continued challenges for qualifications which require in person observation. A priority should be attached to arranging in person observation but we recognise this may still be problematic and so where this is not possible some adjustment may be made in line with the following guidance.

It is recommended that to provide the best experience for learners, conditions during learning programmes should be as real and as close as possible to those likely to be experienced during their careers.

These mitigations will be subject to review again for April 2022

### **Assessor qualifications**

Whilst the current situation persists, live remote observation may be permitted providing all participants are present during the live observation (ie the person assessing the candidate assessor, the candidate assessor and the learner) and they have a clear view and are able to hear the detail of the assessment activity for the duration of the activity. Recordings of the live remote observation must be securely stored and made available for IQA and EQA purposes. Centres must discuss with and get the agreement of their Awarding Body, with have clear justifications for using live remote observations before proceeding with them. Additionally, centres should be mindful of any additional guidance issued by the relevant Awarding Body covering the qualification actually being assessed [by the assessor candidate]. The onus resides with the Awarding Body to ensure this process is valid, sufficient and clear. Additionally, recordings should be maintained such that evidence can be subject to EQA.

It is recommended that centres start their programmes with the knowledge unit.

### **Internal Quality Assurance qualification**

The IQA qualification requires only one assessed observation, which in normal circumstances must be conducted live, face to face with all participants in the same room or location at the same time. Where this is not possible, centres may conduct the assessed observation remotely on condition that:

- They have the approval of their Awarding Body before carrying out the assessment
- All participants must be present during the live recording

It is strongly recommended that centres delay assessment until a suitable opportunity for face to face assessment does become available, and that delivery and assessment of the knowledge content is prioritised. This guidance applies until end March 2022 and an update issued for April 2022.