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Access to Fair Assessment Policy

The Real Apprenticeship Company Ltd recognises that assessment is fundamental to the apprenticeship and must be available to all those who have the potential to achieve the standards. It is an important feature of apprenticeships that competence is recognised however and wherever it has been developed. At the start of an apprenticeship every candidate will have different experiences and previous learning. This places them at different starting points with different learning objectives - though always in relation to the same standards. A key feature of access to assessment is that candidates should be able to make informed decisions about their own assessment and learning needs.

The promotion of access and fair assessment acknowledges that there is a diverse range of candidates with different needs. Candidates with particular assessment requirements in relation, for example, to learning difficulties, visual or hearing impairment, mental illness, or English as an additional language - may need to use alternative means of providing evidence. Different approaches and support will be provided to allow each candidate to demonstrate their competence. The Real Apprenticeship Company Ltd shall seek to ensure that proposed assessment methods are of equal quality and rigour to those for mainstream candidates in order to demonstrate that the candidate has achieved the national standard.

It is of paramount importance that learners and employers have confidence in the Real Apprenticeship Company Ltd's standards and assessment procedures. The Real Apprenticeship Company Ltd is committed to ensuring that learner assessment and its consequences are managed effectively and consistently.

Assessment arrangements for learners with disabilities

It is well documented that learners learn in different ways and respond differentially to different assessment methods. Please work with your Apprenticeship Coach/ Trainer/ so that your Apprenticeship Coach/ Trainer can find out your own particular learning style and what you hope to get out of your course, as well as any learning disabilities you may have. Your Apprenticeship Coach/ Trainer/ will then be able to tailor the course to best meet your needs and interests and will be able to introduce additional teaching aids/materials if this is necessary.

The Real Apprenticeship Company Ltd is supportive of those learners who are prepared to identify themselves as having a disability.

October 2019.



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Examples:

For learners who have dyslexia The Real Apprenticeship Company Ltd might, for example, allow additional time and/or present written questions in a simplified format (e.g. bullet-point).

For learners who have a hearing impairment The Real Apprenticeship Company Ltd might, for example, make provision for an induction loop to be used where all or part of an assessment is presented orally and/or engage a third party to communicate questions and instructions to the candidate through sign language.

For learners who have a mobility disability The Real Apprenticeship Company Ltd might, for example, allow candidates who undertake presentations a longer lead-in time to plan answers verbally or in writing before commencing their presentation; and/or use a combination of oral and written or other visual formats. For learners who have a hearing impairment The Real Apprenticeship Company Ltd might, for example, make provision for an induction loop to be used where all or part of an assessment is presented orally and/or engage a third party to communicate questions and instructions to the candidate through sign language.

For learners who have a visual impairment The Real Apprenticeship Company Ltd might, for example, install specialist software on computers and/or engage a third party as a reader; and/or present questions orally and elicit answers orally for assessment by one or two Learner Manager/ Apprenticeship Coach/ Trainer/ Apprenticeship Coach/ Trainers; and/or present audio-taped questions and audio-tape the answers; and/or convert paperwork to large print or Braille.

Principles

The Real Apprenticeship Company Ltd's policy governing the assessment of learners is based on the following principles:

- That assessment is an integral part of a dynamic learning and teaching process and not separate from it.
- That assessment plays a key part in the rigorous setting and maintaining of academic standards.
- That all learners are entitled to parity of treatment.

October 2019.



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- That progress is achieved by credit accumulation and the completion of prerequisites.
- That due attention is paid to the assessment requirements of professional bodies.
- That different module learning outcomes should be recognised by and reflected in different forms of assessment.
- That explicit criterion against which learner performance is assessed should be published to learners in advance of their assessment.
- That all learners should be afforded maximum opportunity to demonstrate their knowledge, skills, competencies and overall strengths through a variety of assessed activities
- That assessment practice is scrutinised by internal/external examiners in order to maintain and monitor standards and to ensure consistency and comparability across modules in the fields to which they are appointed.
- That all learners are consulted and kept fully informed about expectations, processes and the outcomes of assessment.

The Policy

- The Real Apprenticeship Company Ltd will ensure that all methods used to assess learner performance are fair and fit for purpose.
- The Real Apprenticeship Company Ltd shall ensure that appropriately qualified and competent staff carries out the assessment process.
- The Real Apprenticeship Company Ltd shall ensure that all formative assessed work is returned to learners with appropriate feedback within a reasonable period.
- The Real Apprenticeship Company Ltd shall ensure that arrangements for the submission of work for assessment (format, deadline, location etc) are clear, communicated to all learners affected and that these arrangements are as reasonable and convenient as possible for all learners.
- The Real Apprenticeship Company Ltd shall seek to ensure that learners experience a variety of assessment methods which target the learning outcomes of their modules and programme, that the methods used are consistent with equality of opportunity and that, taken as a whole across a programme, they take account where appropriate of individual differences between learner.
- For any learner with special needs due to a disability or learning difficulty, The Real Apprenticeship Company Ltd shall ensure that alternative comparable assessment tasks are agreed and approved sufficiently in advance of the point at which the assessment is undertaken.

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- The Real Apprenticeship Company Ltd shall continually review and monitor the Access and Fair Assessment Policy.

Please raise any questions you have regarding our Access and Fair Assessment Policy or if you feel you have any learning needs that are not being addressed within your course with your Apprenticeship Coach/ Trainer. You can also contact the Real Apprenticeship Company Ltd's Performance and Compliance Manager Laura Cross email at lcross@thereal.company