QUALITY ASSURANCE POLICY FOR VOCATIONAL COURSES

Aim

This policy is in place to ensure the fairest system possible is used to award Qualification Teacher Assessed Grades (Q-TAGs)

The aim of this policy is to provide information to support the following:
- Steps of how to evidence Q-TAGs;
- Outline how to store evidence;
- Explain the quality assurance processes required of Q-TAGs;
- Support the submission of evidence to examining bodies;
- Support the entry of Q-TAGs to awarding bodies.

Processes

TLR holders within each Learning Community are to meet and make subject specific recommendations regarding evidence required for Q-TAGs. These should be documented and can use Community time to discuss these recommendations with each member of the Learning Community.

TLR holder are to meet with Leadership Team (LT) (DR and CM) to discuss recommendations. These meetings should be recorded to support planning for the collection of evidence.

Updated assessments plans should be shared with quality nominee/vocational lead (KW). These will be saved in a central location and quality assured before sharing with the examining bodies.

Parents and guardians will be informed of the process regarding Q-TAGs, school processes and the time frame allocated to ensure evidence is collated within school. LT will ensure this message is shared via letters and the use of text messaging services and social media platforms.

During the window of gathering information each Learning Community should have a finalised plan that have been confirmed with LT (DR and CM) to ensure that the following is collated.

Evidence can include the following, but this is not a prescriptive list:

NCFE
- The outcome of already completed assessments;
- Evidence from teacher-conducted formative assessment activity;
- Evidence from centre-devised and/or sample assessment activity;
- Evidence from assessments set by NCFE including e.g. controlled assessments;
- Evidence from internal assessment activity, including synoptic assessments;
- Evidence from class and homework.

For all vocational courses tracker of achievement and attainment over the course can be used, such as calculation spreadsheets (this cannot be used in isolation, as by itself it would not be sufficient evidence).

It is advised that ranking of students can also be useful to determine if grades are comparable to previous years' results, where examination and assessment have taken place.

Collating Evidence

Students should be given a time scale of when their evidence will be collected. This can be completed by sharing curriculum assessment plans with students and verbally reminding them when a piece of work is being used as part of their assessment.

Students' evidence must remain in school, work can be stored on Teams or other electronic platforms. Please note, DO NOT use the school shared drive (W: drive), as students can access this. Paper based evidence should be stored in a locked cabinet or office (the vocational storage is located in N block and can be used). The QN/vocational lead should be made aware of the location of vocational work to update the central record; if this is different to September.

Students must have equal opportunities to produce their evidence. All tasks should be completed at school in controlled conditions. Any individual cases should be discussed with DR and CM to use the intervention process for support in the usual way.

NCFE require unit grades for students completing this academic year and for mid-flight learners.

The QA Process

In order to quality assure the evidence collated within each subject area, the below will take place.

- Within each Learning Community quality assurance meetings will be arranged – these should take the same format as a moderation meeting for NCFE – where possible, these should follow your updated assessment plan that have been confirmed with the

QN/vocational lead (KW). For NCFE, please be aware this moderation should take place in a timely manner to ensure completion for your pre-arranged EQA days.

- Where possible, the official documentation should be complete - if the evidence can be internally assessed for all vocational courses. This should follow the percentage requirement for NCFE qualifications.
- If the work is incomplete or cannot be internally assessed, formative documentation can be used - formative documents can be accessed in the vocational centre folder, (or you can use your own from within your Learning Community) and a note of discussions or actions needed for the evidence should be recorded, by completing the whole school discussion document. Four to five students should base your discussion, to represent a holistic view or grades (i.e. the top, middle and bottom of grades)
- The subject lead and/or Director of Learning Community (DoLC) will meet with their LT link at an arranged time to sample a selection of students' evidence – random students should be selected and meeting minutes should be available to show discussions or actions required.
- Meetings will be arranged within each Learning Community with DoLCs and TLR holders to discuss and finalise tracking sheets and rankings to form the final grades being awarded to each student - for NCFE this is unit grades. Within these meetings all tracking sheets and calculation sheets will be required, including your ranking of students.
- LT links will meet with each Learning Community to discuss the tracking sheets and rankings to finalise grades for entry to the examining bodies – again, within these meetings all tracking sheets and calculation sheets will be required, including your ranking of students.
- LT will meet to discuss each Learning Community and the school's results in order to discuss if they are comparable to previous years' results where examinations and assessments took place. All results will be confirmed by the Headteacher.

Results Entry

Once results have been confirmed and the above has taken place, results should be sent to DR/CM and the Exams Officer (JF) for entry.

JF will liaise with KW to arrange dates to ensure vocational grades are entered together to ensure results are accurately entered. KW and JF will require calculation sheets to enter final results. These should be stored in a central location.