



# HACCS

Hillingdon Autistic Care & Support  
Registered Charity Number 1066859

## **ASDAN HANDBOOK:** **Skills and Employment Service**

Our Skills and Employment Service will offer accredited programmes of learning to support individuals in their journey towards Employment. We will be offering qualifications in conjunction with ASDAN. ASDAN offers a range of nationally approved qualifications based around the development of personal, social and employability skills. As an ASDAN approved centre, we are required to set out a number of mandatory policies and procedures. This handbook collates all policies and procedures in relation to the delivery of ASDAN qualifications.

<i>Access to Fair Assessment Policy</i> .....	2
<i>Internal Moderation Policy</i> .....	4
<i>Appeals Policy</i> .....	5
<i>Conflict of Interest Policy</i> .....	6
<i>Withdrawals</i> .....	7

# ***Access to Fair Assessment Policy***

## **Rationale**

The Charity's Skills and Employment Service aims to provide a variety of qualifications which provide all individuals with the opportunity to achieve their full potential. Our Assessment Policy is based on the concepts of equality, diversity, clarity, consistency and openness. We will endeavour to ensure that the assessment processes are implemented in a way which is fair and non-discriminatory.

## **Statement of Intent**

We aim to ensure that all assessment of work is carried out fairly and in keeping with the awarding body's requirements. All portfolio-based work will be assessed fairly against the qualification standards and staff involved will be fully trained. Internal assessments will be carried out fairly and according to awarding body instructions. Individuals will be fully inducted onto a new course and given information that can be shared with parents and carers. Learning outcomes, performance criteria and other significant elements of learning and assessment will be made clear at the outset of the course and when assignments are set. Individuals will be given appropriate assessment opportunities during the course with feedback provided on the quality of the work. Staff should endeavour for all work to be marked within two weeks of submission.

## **Assessment**

Assessment will be carried out using objective methods. Assessors will use clear marking schemes and assessment criteria to determine the pupils' achievement. Assessors will use marking schemes and assessment criteria provided by ASDAN. The students' work will be further internally verified to double check that the assessors have assessed the pupil's work fairly and accurately.

## **Equality in Teaching, Learning and Assessment**

HACS is committed to meeting the needs of all individuals in a fair, respectful, and proportionate manner. Our approach to diversity and equality is to promote inclusiveness by recognising that anyone can make a positive difference in the achievement of the organisation's vision and in the wider society. We are committed to inclusive practice in all aspects of learning, teaching and assessment, to recognise and reflect the diversity of students. This enables all individuals to access and engage with our programmes; participate fully in learning activities and demonstrate their knowledge and strengths through assessment.

The Charity's approach to equality is further outlined in the Charity's "Equality and Diversity" policy which can be found online at [www.hacs.org.uk](http://www.hacs.org.uk).

## **Cheating and Plagiarism**

A fair assessment of individual's work can only be made if that work is entirely their own, unless otherwise stated to the guidance from the awarding body. Therefore, assessments may be discredited if:

- They are found guilty of copying, giving or sharing information or answers, unless part of a joint project
- They copy another person's answers to complete assigned work

All allegations of cheating and plagiarism will lead to a full investigation which will follow the guidance of the awarding body. If a student feels he/she has been wrongly accused of cheating or plagiarism, they should be referred to the Appeals Policy.

# ***Internal Moderation Policy***

## **Rationale**

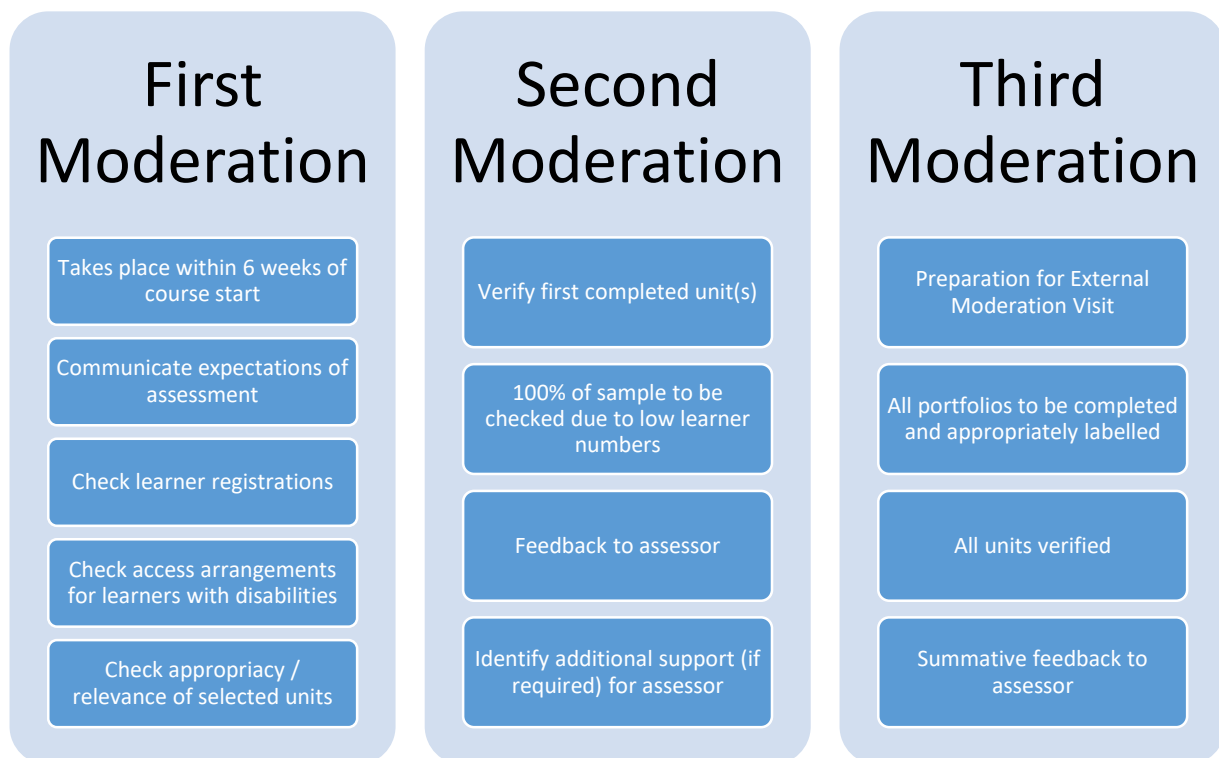
Internal moderation is a key process carried out by centres, throughout the delivery of a Qualification, to ensure that assessment methods are consistent across all assessors and that outcomes are fair to all students. The aim of this policy is to ensure that internal moderation practices are valid and reliable; cover all assessors and meet the requirements of the awarding organisation; fair and open; and that accurate and detailed records are kept of internal moderation decisions.

## **Statement of Intent**

The Charity will:

- ensure that all assessment activities are valid, appropriate and fit for purpose
- create a plan of internal moderation in relation to all assessment activities
- define, maintain and support effective internal moderation roles, including the provision of training where required
- provide standardised documentation to support internal moderation activity and recordkeeping
- ensure that feedback and outcomes of internal and external moderation support future development of good practice
- carry out an annual evaluation and review of internal moderation policy and procedures

## **Internal Moderation Process**



# ***Appeals Policy***

## **Rationale**

Individuals are entitled to appeal against a grade he/she has received for a qualification. The aim of this policy is to ensure that a fair and consistent process is applied in considering appeals.

## **Procedure**

If any person wishes to appeal a decision, they should follow the following procedure:

1. If possible, speak to the member of staff responsible for teaching the qualification in the first instance about the reason they wish to appeal.
2. The member of staff has a responsibility to explain to the candidate why he/she received the grade/mark.
3. If the individual is not satisfied with the explanation, the piece of work will be re-marked by another member of staff also involved with that qualification
4. If the individual wants to continue the appeal, or their parent/ carer would like to appeal against an assessment decision a meeting will be hosted with all parties concerned and evidence of work and moderation decision will be made clear. Due to the small size of the organisation, the internal moderator will contact colleagues in one of the local FE provisions that HACS partner with, and request that they independently chair the appeal.
5. The individual will be notified of the final outcome of the appeal in writing.

# ***Conflict of Interest Policy***

## **Rationale**

The purpose of this policy is to protect the integrity of the Charity as an education provider and the integrity of ASDAN qualifications and assessments. The policy is designed to guide any persons involved in the delivery of ASDAN qualification, in terms of handling potential conflicts of interest that may arise. A conflict of interest in this context can be defined as a situation that has the potential to undermine the impartiality of a tutor, assessor, and internal moderator because of a person's self-interest, professional interest or public interest. ASDAN is required under its Conditions of Recognition to be aware of any potential conflicts of interest that may impact on the outcomes of internal assessment and ultimately the award of a qualification.

## **Statement of Intent**

All staff will be made aware of the following examples of potential conflicts of interest, though this list is not exhaustive:

- A member of staff works for a centre and a family member takes a qualification at the same centre
- A member of staff at the centre is completing a qualification delivered and assessed by the centre
- Tutor, assessor or internal moderator working with more than one centre or private training provider
- Tutor, assessor or internal moderator partaking in the appointment, promotion, supervision or evaluation of a person with whom they have family connections with
- A member of centre staff involved in the delivery or outcome of an ASDAN qualification having a family connection with an ASDAN registered learner or learner's family

If aware of a conflict of interest, or the potential for there to be one, staff must make this known as soon as possible to the Chief Executive. Cases will be dealt with on an individual basis, seeking to remove the conflict of interest and to ensure fair assessment for all candidates.

## **Conflict of Interest Principles**

The following principles apply:

- All staff must be committed to and proactive in identifying and managing all actual/potential conflicts of interest that may affect the Charity
- If there is any doubt, possible conflicts of interest must be raised with the Chief Executive
- Staff must be transparent, honest and objective when considering potential or actual conflicts of interest and must do so in a timely fashion
- The controls for managing conflicts of interest must be proportionate to the risks associated with the identified conflict(s)

# ***Withdrawals***

## **Rationale**

This policy sets out the procedure should the Charity deem it necessary to withdraw a qualification. There are a number of reasons why a qualification might be withdrawn, including:

- lack of demand for the qualification
- qualification no longer meets the needs of the student population
- qualification subject matter is no longer relevant
- units and qualifications are owned by other awarding organisations who have decided to withdraw
- lack of funding

## **Withdrawal Process**

In the event that a decision is made to withdraw a qualification a report outlining the rationale will be developed and signed off by the Chief Executive.

Upon the decision being made to withdraw a qualification, a withdrawal plan will be formulated. The plan will specify how the interests of individuals in relation to the qualification will be protected and detail how the withdrawal will be communicated to the awarding organisation, regulatory authorities, centres and individuals providing details of all deadlines including the last date for accepting entries and the last date for certification.