**Centre preparation**

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| Assessor name |  | IQA name |  |
| Date of visit |  | Qualification title |  |
| eRAC numbers |  |

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| Learners requested for sampling | Units/components |
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**Please use this guide to prepare yourself for your EV appointment (interim claim).**

**What is an interim EV appointment?**

Learners must be registered on the AIM portal prior to any interim EV appointments taking place and evidence of this will need to be sent to the EV, guidance to using the AIM Portal can be found on our [website](https://www.aimawards.org.uk/services/aim-qualifications/centres/quartz-login/).

An interim EV appointment is completed to allow an early check on the learner evidence and the centre’s administrative, Internal Quality Assurance (IQA) and assessment processes but the learner programme is incomplete, and the centre do not wish to claim certification yet. This allows for early intervention and support from the EV and confirms the assessment process is appropriate.

This appointment may be just an interim EV, this is usually where the learners are on an academic year programme. It may also be a combined final and interim where current on-programme learners are reviewed for interim at the same time as the completed learners are reviewed for claims. This works when learners have varying completion dates or are roll-on, roll-off. You can discuss this option with your EV.

The appointment may be a visit to your centre, an EV Roadshow appointment or a remote activity. If you are unsure who is your EV or how to book a roadshow appointment, please email [enquiries@aim-group.org.uk](mailto:enquiries@aim-group.org.uk) who will be able to assist you.

**10 days prior to your interim EV appointment**

* You must provide your EV with evidence of the learner registrations.
  + This is usually by emailing a copy of the electronic Recommendation Award of Credit (eRAC) registration document. The eRAC allows the EV to prepare for the appointment as they can confirm the qualification and specific components being completed and confirm the rules of combination for the qualification is met. The EV may at this point also select a sample of learner’s evidence to review
* Ensure that the EV will have access to the learner evidence – this may be physical copies of the learner evidence, scanned copies which are ready to email over or allocations to the learners on your system. Failure to provide the access to the learner evidence in a timely manner will be reflected in your centre’s risk management plan
* Ensure your EV knows where they are meeting you, who to meet and arrange parking (where required) or how you are sending the required documentation to them *\*see guidance on next page*

**On the day of your appointment**

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| Area to be discussed | What you will need to provide |
| Planned assessment | The planned assessment tasks (where a mandatory assessment task is in place, the plan for implementing this should be discussed).  The IQA’s approval of task and the records to evidence this. |
| Learner Evidence | The partially completed or completed samples of learner evidence requested which include completed learner evidence that has been subject to both formative and summative assessment.  The assessor feedback to each learner. |
| IQA practice | The IQA’s sampling plan and associated risk rating of their programmes.  All IQA of assessment of assessed learner evidence records as per the sampling plan.  All completed IQA of observed assessment. |
| Standardisation | Your records of standardisation activities. |
| Reasonable adjustments | Any reasonable adjustments applied and the associated records. |
| **Retention of learner evidence** | Your process for retaining learner evidence for standardisation (number of samples anticipated, photocopied, scanned, electronic, space available for storage, process for returning any files requested by learners, etc). |
| **Previous EV Reports** | If appropriate, previous EV reports with evidence of the completed actions. |
| **Conflict of Interest** | Records of any conflict of interest identified. |
| **Staff training and CPD** | Evidence of staff qualifications, experience and training against each AIM qualification (with any new or anticipated new staff highlighted) which evidence adherence to the staffing requirements in the qualification handbook.  Summary of the staffing plans for the programme. |
| **Destination and progression information** | Destination and progression information for the cohorts claims – this includes any notable case studies of progression for learners within the cohorts. |
| **Any additional documentation mandated in the qualification handbooks** | If applicable, the in-progress employer engagement log or other required documentation as mandated in the qualification handbook. |

**After the appointment**

* At the completion of the appointment, feedback can be shared with the centre if requested (this can be in person at a visit or via video call)
* Within 15 working days, the EV report will be emailed to the centre (this may be longer at busy periods)

**Sending requested documentation to the EV**

Any remote samples should be provided electronically (we can accept email attachments, links or zip files) and be sent directly to the EV by email or to [roadshowev@aim-group.org.uk](mailto:roadshowev@aim-group.org.uk) and marked for the attention of the named EV.

Where an electronic sample is not possible, a postal sample can be agreed. Postal samples must be photocopies and not learner originals, we do not return these. A submission form must be included with this which will be provided by your EV. Any postal samples must be received into AIM HQ (AIM, 3 Pride Point Drive, Derby, DE24 8BX) and it will be forwarded onto the relevant EV. We recommend you inform the EV when it has been posted.

**Guidance - evidence required**

**eRACs**

* At an interim EV, the eRAC document provides the EV with valuable information about the registrations on the programme. It confirms registrations, informs of end dates and allows the EV to check registrations meet the rules of combination
* At final EV, the eRAC document is the learner certification claim. It must be uploaded onto the AIM portal and the named IV on the eRAC must login and verify the claim. Without this, the EV cannot access the eRAC claim and consequently are unable to release the eRAC for certification. It is the centres responsibility to ensure this is in place 10 days before the EV appointment
* Without the uploaded eRAC, AIM do not know who the learners are and who have completed and achieved their components therefore cannot generate any certificates

**The planned assessment tasks (where a mandatory assessment task is in place, the plan for implementing this should be discussed).**

* Include the tasks which have been created to give to learners
* Where a mandatory assessment task is in place, consider the additional guidance or scenarios you are providing for the learners. It is expected that the tasks are contextualised for your learners and their demographic

**The IQA’s approval of task and the records to evidence this**

* Every assessment task must be internally verified by the IQA in advance of being given to learners. This is to check that the task is fit for purpose, meets the rules of combination for the qualification and meets all the standards it is claiming to do so. A record of this should be kept by the IQA in the form of an IV of assessment Tasks form
* The samples of learner evidence requested
* The EV will request specific learner evidence to be available
* Once a learner has completed a component, it is expected that there will be both formative and summative assessment/feedback in their portfolio of evidence

**Assessor feedback to each learner**

* It is expected that the assessor has provided feedback to the learner to confirm, this may be included within the learner evidence and does not need to be a separate document

**IQA’s sampling plan and associated risk rating of their programmes**

* The IQA should undertake a risk assessment of the programmes and rate their assessors, the rating of each assessor might be impacted by the experience of the individual assessor, any changes to the qualification, any conflicts of interest, changes within the organisation and the dynamic and needs of the individual cohort. The sample size and plan should reflect the risk rating that the IQA has created and there should be records of the IQA of assessment decisions which match to the sampling plan.

Every IQA sample which is reviewed should be recorded using the IV of assessment decisions form. This is feedback to the assessor on their assessment performance therefore should be useful and valuable for the assessor to take away

**IQA of observed assessment**

* Where there is any practical assessment taking place, it is expected that the IQA completes some observations of assessment practice as part of the IQA sampling strategy. This can be recorded on the IQA of observed assessor form. This is not an observation of teaching and learning and must focus on confirming the practical assessment decisions of the assessor

**Any reasonable adjustments applied and the associated records**

* Where any reasonable adjustments have taken place and been approved by the IQA, these records should be available for the EV

**Standardisation records**

* Include the records of any standardisation activity that has been undertaken relating to the qualification. This might be minutes of meetings or feedback from standardisation activity. It should not be observations of teaching and learning. Remember, the standardisation can be specific to the qualification or a more generic theme such as practical evidence or assessor feedback

**Evidence of the plans and processes applied to retained learner evidence and records for standardisation.**

* The IQA should provide a summary of how they retain learner work for standardisation. This might include the format it is saved in, where it is saved and how access to it is ensured. Where it is electronic evidence, how is it time stamped to ensure no changes are made to it at a later point

**Evidence of staff qualifications/experience against each AIM qualification (with any new or anticipated new staff highlighted)**

* Provide a summary of the staffing plans for the programme, this will identify if there are changes anticipated both in terms of staffing/organisation structure and the cohort dynamic and size. This allows the EV to identify any anticipated changes to the risk rating and mitigate these
* Include CVs or certificates of qualifications to ensure the staff can be approved as appropriate

**If appropriate, previous EV reports with evidence of the completed actions**

* The EV can mark any outstanding actions as completed when evidence is seen

**Records of any conflict of interest identified**

* Any conflicts of interest notifications should be available for the EV to be informed of as this may impact on the sample of learners reviewed

**Destination and progression information for the cohorts claims – this includes any notable case studies of progression for learners within the cohorts**

* Any progression information about the learners to evidence the impact of the qualification on the learners. Particularly notable case studies where learners overcame challenges or have secured employment/further study

**Employer engagement log or other required documentation as mandated in the qualification handbook.**

* The qualification handbook will identify if there are any specific additional documents you must provide at EV. These must be completed and ready for the EV at the time of the appointment