

Welcome to our new **Compliance Update**, designed to keep you informed of all things compliance-related. The Update will be issued termly, providing essential information, regulatory information, and insights into our Access to HE provision. Our next Update will be sent out in January 2024.

### Compliance forums: Launching this academic year

Our **Compliance Update** works hand in hand with our upcoming **Compliance Forums**, set to launch this academic year. These forums will provide a deep delve into compliance topics, offering in-depth discussions, guidance on educational compliance, and a focus on specific AIM Qualification and Assessment Group policies. Mark your calendars for our first Compliance Forum of the autumn term, scheduled for **24 October 2023**.

### Update your contact details

To work effectively with our centres, it's crucial that we have accurate contact information. Please ensure all your centre's contact details on Quartzweb are current and regularly reviewed. This ensures that important messages reach the right contacts at your centre.

### Quartz transition

In June, we informed our centres that we were transitioning some of our processes to the Quartz portal so there will be just one MIS system for AIM Qualifications and Assessment Group.

We are now developing some easy and robust processes ready during the first term of 2023/24 and will be offering training sessions on each of the processes. Details of all training sessions can be found at the end of this update.

### Qualification approval process

Effective immediately, we will no longer be using MIA to process qualification approval applications. During this transition phase, if you are interested in seeking approval for a new qualification or suite of qualifications, please reach out to [quality@aimgroup.org.uk](mailto:quality@aimgroup.org.uk). Our team will arrange a Teams meeting to discuss your application and provide support.

### Policy updates

As an awarding organisation, we strive for continuous improvement and so regularly review our policies to ensure they remain up to date and relevant to the current education landscape. The following policies have recently been reviewed and updated:

- Conflicts of Interest – associates (new policy)
- Enquiries and appeals
- Malpractice and maladministration
- Reasonable adjustment and special consideration
- Sanctions policy
- Final Awards Board
- Centre recognition and Qualification approval
- Centre recognition withdrawal and Qualification withdrawal
- Complaints

Please ensure all staff within your centre are aware of the policies and are embedding the responsibilities outlined in policies within their practices. All our policies can be found on the AIM website [Policies and Procedures](#).

### How to contact us

#### Updated Team Inboxes

We've revamped the compliance team inboxes for a more streamlined and efficient responses to your queries. There are dedicated inboxes to address specific requests. Our commitment is to provide a response within **2 working days**.

- [Quality@aimgroup.org.uk](mailto:Quality@aimgroup.org.uk): Queries related to centre and qualification approval, policies, and IQA.
- [Eqa@aimgroup.org.uk](mailto:Eqa@aimgroup.org.uk): EQA bookings, samples, EQA reports, second sampling, certification status.
- [Accesstohe@aimgroup.org.uk](mailto:Accesstohe@aimgroup.org.uk): Access to HE delivery, moderation, final awards boards, and face registration.

### Compliance

#### Use of logos and qualification titles

In accordance with Ofqual regulations, we will be conducting regular checks of AIM centres' websites to ensure appropriate promotion of AIM Qualifications and Assessment Group's qualifications.

In preparation for these checks please:

- removed any Ofqual logo from your website or materials
- removed any references to Ofqual courses or Ofqual accredited courses or qualifications

- ensure all qualifications are advertised under the correct, full title, such as "*AIM Qualifications Level 3 Diploma in Canine Care, Behaviour, and Welfare.*"

If you have any questions, please do not hesitate to contact the Quality Lead team using [Quality@aimgroup.org.uk](mailto:Quality@aimgroup.org.uk)

### Artificial Intelligence and assessment

As you may be aware, Artificial Intelligence (AI) is fast becoming one of the most talked about topics in education. We are seeing more and more centres asking for support and guidance around how to manage the use of AI both for their own practices and learners. We have recently updated our policies to embed AI within them and provide guidance around what would constitute malpractice.

You may find the following guidance [AI Use in Assessments: Protecting the Integrity of Qualification](#) produced by JCQ ,an interesting read and to share with your teams.

### Annual declaration

From October 2023, all centres will be expected to annually declare compliance with the centre agreement. This is a quick and easy process completed by the Head of Centre.

Please see the training and events section below for more details.

### Centre and provider mergers

We are seeing more and more mergers of educational organisations. These can create fantastic opportunities for you to develop your provision and learner experiences.

If your centre has merged or is planning to merge with another organisation you must inform us at the earliest convenience via email [compliance@aimgroup.org.uk](mailto:compliance@aimgroup.org.uk) . Our team will then walk you through the process to ensure you remain compliant with the centre agreement.

### CASS

As per the organisations CASS strategy any low or medium risk rated qualifications which were set to processing have now been reverted to QA verification as of the 1 September 2023. This means you will require EQA monitoring before we can issue any certificates. We will be delivering refresher sessions to explain the CASS strategy and what this means for centres. Please see our training events below to book your place.

Once you are ready to make your first claim against the qualifications in the 2023-24 academic year, you will need to book EQA monitoring. Following successful completion of the EQA monitoring, your qualifications will be set to processing and you can claim certificates for the rest of the academic year.

### Certificates by GCSE Results day

You are reminded that If you require learner certificates by GCSE Results Day, that you should request and book your EQA monitoring by no later than the **10th July**. The last available day for EQA monitoring will be 26th July.

### External assessment

An important part of external assessment is ensuring learners have all the support and guidance they need to achieve. Please ensure all reasonable adjustments are applied for, prior to the examination. All applications must be received no later than 10 working days before the examination. No reasonable adjustments can be approved retrospectively.

You can see our newly updated Reasonable Adjustments and Special Considerations policy on our website at [Policies and Procedures](#).

In June 2023, we conducted training on administering examinations, we will be delivering this training again this year. **It is mandatory that all centres conducting examinations attend this training at least once each academic year and prior to the first window you learners sit exams.**

### Access

#### Regulatory update from QAA

QAA has announced its confirmed changes to the diploma specification and grading scheme which are to be implemented for 2024. These are:

#### Diploma Specification

- Each learner will need to study a minimum of one unit of either six credits or nine credits
- Each learner will be able to achieve a maximum of 30 credits made up of six or nine-credit units (offered as ungraded and/or graded credits provided the maximum of 30 credits is not exceeded),
- Introduction of a *Subject Descriptor* for Nursing and Health Professions (as a pilot for 2024 for full implementation in 2025).

#### Grading Scheme

- There will be three grading standards which will be applied equally to all units and all assessments.
- A grade can only be determined upon completion of all unit learning outcomes.
- The titles of the three Grading Standards are:
  - Grading Standard One: Knowledge and Understanding
  - Grading Standard Two: Subject Skills
  - Grading Standard Three: Transferable Skills

The AVA will be reviewing the full portfolio of Diplomas ready for the 2024-25 and will be reaching out to providers and moderators to engage and provide feedback. Further details to follow.

QAA has also announced that all arrangements previously put in place for the Extraordinary Regulatory Framework (ERF) are now no longer relevant.

### Merger of the two AVAs

On 31 July Open College Network West Midlands surrendered its AVA licence with the transition of all providers and diplomas to AIM Qualifications and Assessment Group taking place on 1 August. This means that as an AVA we have a portfolio of 85 diplomas across a wide range of subject sector areas available for our 84 current providers to deliver. The full portfolio of diplomas can be found on our [website](#).

With such an exciting and wide choice to select from, you may wish to add diplomas to your portfolio. If so, please contact the Quality Lead team at [Quality@aimgroup.org.uk](mailto:Quality@aimgroup.org.uk) to discuss plans and for the appropriate approval form to be sent to you for completion.

### What's new!

On 1 August the organisation a series of new, major changes were made live to the [AIM website](#). This includes a new [Access to HE area](#). A new Access to HE Provider Handbook has been produced in a series of guides covering the Access to HE journey from planning and recruiting to awarding and certification. The handbook along with the new assessment brief template will be accessible from the Centre Support page.

The new moderation model will also commence 2023-24. Thank you again to all who participated in the consultations and provided feedback as the AVA brought together the best features of the three different models that were in action across 2022-23.

### Exciting new support resources!

A series of videos and guides have been developed to provide easy and accessible support on our key processes related to Access to HE. These short and easy-to-follow support videos will be invaluable to both those experienced and new to the delivery of Access to HE.

- Selecting and assessing Grade Components
- Determining an Access to HE unit grade profile
- Completing the Referral Request form
- Completing the Late Registration form
- Completing the Registration Amendment form

### Centre training sessions

In order to provide support and guidance to our centres, we will be delivering some specialised training sessions. If you would like to book your place on these events, please visit the events page on our [website](#).

The following sessions are for all centres delivering RQF, Bespoke or Quality provision.

- Monthly Q&A Clinics for RQF, Bespoke and Quality Mark provision
- New to AIM
- A guide to annual declaration

- CASS refresher
- Compliance forum (run termly)
- Bespoke and Quality Mark provision
- Getting IQA right
- Preparation for examinations

The following sessions are for all Access to HE centres:

- Weekly drop-in sessions
- New Access to HE coordinator support session
- Access to HE forum (run termly)
- Assessment and grading training
- Access to HE registration training
- Internal moderation training
- Planning delivery with the new Access to HE Diploma specification
- GradeTraka training
- Changes to the Access to HE Diploma specification and grade scheme
- Implementation of the new Access to HE grading scheme