

Compliance Newsletter January 2025

Welcome to the latest edition of our compliance newsletter. This edition focuses on updating our centres on some exciting new developments from AIM and lots of upcoming events and centre support for 2025.

Upcoming Compliance Forum – 6 March 2025

The Compliance Newsletter is designed to work hand in hand with our Compliance Forums. These forums delve deeper into compliance topics, offering in-depth discussions, guidance on educational compliance, and a focus on specific AIM Qualification and Assessment Group policies.

The Compliance Forum on the 6 March 2025 will provide a focused section on the development of AI and discussion on the impact of AI on the landscape. All Centres will receive communication on the planned agenda in February, outlining the details of the session. Please visit our **events** page to book your place.

Annual Declaration process

As you are aware annual declarations have now been submitted and our quality team are currently reviewing the submissions. This has been a particularly good year for Annual Declaration responses, seeing full centre and Quality Lead collaboration to support the submission, Thank you.

The Quality Team are now reviewing policies which have been submitted and supporting Centres with actions plans. Please feel free to contact the Quality Team who are here to support you, so if you have any questions or want guidance on policies, please contact the team to organise a Teams meeting or phone call. They are here to help (quality@aimgroup.org.uk).

Having reviewed the first wave of submissions and policy reviews, we have identified the following developing themes within centres policies:

- Lack of subsite/collaborative sites and third-party policies. Centres have subsites and third-party agreements, but do not have a policy to manage these sites and agreements.
- Review dates on policies have not been added or updated. Review dates allow for a cycle of policy review and updates, particularly important in an ever-changing education landscape.
- RPL policy actions have been identified to ensure RPL applications are submitted and approved by AIM at the point of learner registration.
- In some instances, Special Considerations and Reasonable Adjustment policies are not providing an overview of each process. Please note that AIM have amended their policy to separate the Special Considerations and Reasonable Adjustments into two separate documents to support the different requirements and processes associated with each. Please find the separate policies [here](#).
- The Quality Assurance policy does not identify that IV of assignments briefs needs to be completed prior to issuing to the learners.

- Registration policy does not identify that the registration of learners is required within a specific time frame to avoid late registration fees.

Watch this space for an additional new bitesize video on submitting your actions for Annual Declaration !

Artificial Intelligence (AI)

AI is a fast moving and evolving area within education that threatens the integrity and authenticity of a learner's achievement, whilst enhancing other aspects of educational programmes and delivery. AIM is working with all our centres and stakeholders to ensure we share as much information, guidance and support as we can.

The developing issues of AI experienced by Centres over the last year, supports the importance of ensuring all learners sign a declaration of authenticity for all assessments. With full awareness of what constitutes cheating and plagiarism, including the use of generative AI, the learner declaration becomes a valuable tool to support the management of learner malpractice. Our Malpractice policy includes recognition of AI as a potential form of malpractice, stating that the centre is subject to malpractice investigation if they fail to identify plagiarism or the use of AI within learner evidence. The list of learner malpractice examples includes the use of AI; therefore, the role of the assessor and Internal Verifier is pivotal in detecting AI within a learner's work.

The AI section of the Compliance Forum is the first of several sessions planned to support Centres. There are further sessions dedicated to supporting Centres manage the positives and difficulties of AI, planned for April and June 2025. Centres will receive communication on the agenda of each session and any further support available later in the Spring term.

Updated policies for 2024-25

We are pleased to announce several of our policies have been updated and can be accessed via our website. Please ensure all staff within your centre are aware of AIM policies and embedding the responsibilities outlined in policies within their practices. It is important to note that any downloaded version of our policies may not be the most current iteration. For the latest updates and accurate information, these can be found [here](#).

The following policies were either updated or newly launched in October:

- Centre Recognition and Qualification Approval policy (New policy)
- Compliments, complaints, and whistleblowing policy (updated)
- Enquiries and appeals policy (updated)
- Malpractice and maladministration policy (updated)
- Recognition of prior learning policy (updated)
- Removal of qualifications and centre approval policy (New policy)

NEW for 2024-25! A Centre Guide to Quality Assurance

We have recently launched a Centre Guide to Quality Assurance. This guide walks centres through quality assurance, step by step, to support Centres in complying with all AIM processes and procedures. It is a great tool to support Centres practices and in the development of new staff. The guide provides advice and guidance on the following and can be found [here](#).

- Centre Recognition
- Course approval and registration
- Claiming certificates
- Centre withdrawal from a Qualification
- Curriculum Planning
- Fees and charges
- Quality assurance and CASS
- Internal verification
- Centre support

Upcoming External Assessment - Level 3 Diploma and Extended Diploma in Games, Animation and VFX which take place on 18 and 19 March 2025

The next nationally set exams are for the Level 3 Diploma and Extended Diploma in Games, Animation and VFX which take place on 18 and 19 March 2025. With the Core Principles exam being on the 18 March 2025 and the Case Study Exam being scheduled for 19 March 2025.

The deadline for reasonable adjustment applications to be submitted via Quartz for this series is 11th February 2025. In order to support you with this process, the Reasonable Adjustment policy can be found [here](#) and detailed guidance on how to submit your applications can also be found [here](#).

If you need any support or guidance on submitting your reasonable adjustments or queries related to the administration of the examinations, please do not hesitate to contact externalassessment@aimgroup.org.uk

External Quality Assurance (EQA)

As we approach a busy period of the academic year for claiming learner certification, we have developed lots of support for centres to ensure the EQA process is as efficient as possible. The team are on hand to support you from the booking of your EQA monitoring right through to the processing of certificates. Our team can provide you with up-to-date information on the progress of your EQA monitoring and provide you with guidance as to how this can be checked by your centre through QuartzWeb. Please do not hesitate to contact EQA@aimgroup.org.uk if you have any questions.

NEW! Centre guide to EQA monitoring

Centres have many questions related to the EQA process and our team have developed a new centre guide to EQA which contains lots of information on the EQA monitoring process. The guide provides advice and guidance on what a centre can expect from the process and what is required to be submitted as part of the process. It is a great tool to support Centres practices and in the development of new staff. The guide details the following key areas and can be downloaded [here](#).

- What is CASS?
- Qualification risk ratings
- Sampling and evidence required for sampling
- Uploading your evidence for EQA monitoring
- Accessing your EQA reports
- Second sampling
- Random sampling
- Bespoke provision monitoring
- Quality mark monitoring
- Successful internal verification

Support materials for EQA Monitoring

To help our centres through the EQA process, we've created a series of step-by-step video guides, guiding you through the process.

1. [How to Request EQA Monitoring](#)
2. [Accessing your Sampling Requirements](#)
3. [Required Documentation for EQA Monitoring](#)
4. [How to Upload Documents for your EQA Monitoring](#)
5. [How to View your EQA Monitoring Report](#)

Requesting EQA monitoring

To book your EQA monitoring, [please follow this link](#) and complete the form . Please ensure you book at least 10 working days in advance of the date you would like the monitoring to take place.

Please remember that you must upload your RACs before submitting your EQA monitoring request. Once these have been uploaded, you can book your EQA monitoring.

We have updated some of our template forms to reflect those used within the guide and provide you with more up to date information, and these can be found [here](#).

If you have any queries about the EQA monitoring or what is required, please do not hesitate to contact eqa@aimgroup.org.uk

Access to HE

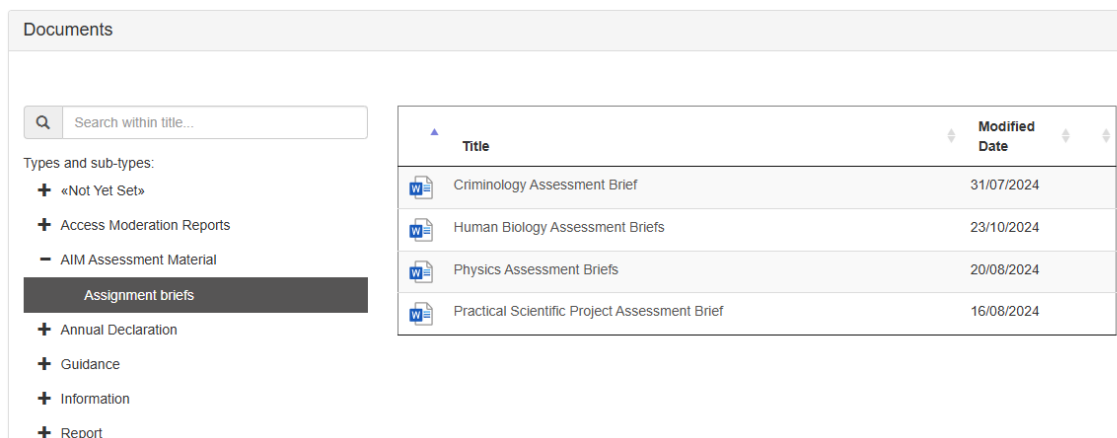
Regulatory update from QAA - Subject Descriptor Nursing and Health Professions

The pilot for the Subject Descriptor Nursing and Health Professions continues into 2025 and the next key date is March 2025 where further feedback will be requested from QAA. The AVA will be looking for feedback from participating centres to provide feedback on the Diplomas and the implementation of the subject descriptor. The AVA will contact all centres delivering the affected Diplomas to gain feedback however if you would like to discuss this further please do not hesitate to contact acesstohe@aimgroup.org.uk to discuss your feedback further.

Assignment Briefs available and more to come!

The AVA has ready to go assignment briefs which help to develop a range of academic skills and ensure that the indicative content included in the unit specification have been met. They are a great resource to support delivery and assessment.

The assignment briefs which are currently available can be accessed via quartz.aimawards.org.uk. Using your Access to HE Administrator role on Quartz, log in and go to RESOURCES, then select DOCUMENTATION. You can easily find the assignment brief exemplars by selecting the AIM Assessment Material document type from the list on the left of the screen. This shown in the screenshot below.



The screenshot shows the 'Documents' page in the Quartz system. On the left, there is a search bar and a list of document types. 'Assignment briefs' is selected. On the right, a table lists the available assignment briefs.

Title	Modified Date
Criminology Assessment Brief	31/07/2024
Human Biology Assessment Briefs	23/10/2024
Physics Assessment Briefs	20/08/2024
Practical Scientific Project Assessment Brief	16/08/2024

Assignment briefs are available for the following mandatory units and there is more to come. Following feedback from centres and due to popular demand, we are in the process of

developing more assignment briefs for our most popular units which will be ready for use from September 2025.

Subject Area	Unit
Criminology	Criminology
Human Biology	Homeostasis and the Endocrine System Human Cell Biology Nutrition and Digestion Respiration and Circulation The Human Skeletal and Muscular Systems The Nervous System The Urinary System
Physics	Medical Physics Radioactivity
Study Skills	Numeracy in a Health Context
Chemistry	Practical Scientific Report

All our Diploma specifications can be accessed via our [website](#). If you would like to offer a new Diploma for 2024-25, there is still time to gain approval.

Please do not hesitate to contact the Access team at acesstohe@aimgroup.org.uk if you have any queries related to the delivery and assessment of Access to HE Diplomas.

Ongoing partnership with Learning Curve Group

If you are considering a blended learning model for your Access to, HE Diploma delivery, our new and developing partnership with Learning Curve Group offers our centres the opportunity to deliver Access to HE Diplomas through the highly innovative and leading industry platform, eassessorpro.

Learning Curve Group's Access to HE platform, eassessorpro has been designed to:

- Support a fully online or blended learning approach
- Allow a 'roll-on roll-off' enrolment style to support enrolment throughout the academic year
- Provide time-saving benefits to teaching staff due to online platform efficiency savings
- eassessorpro ensures learners are centre stage throughout their learning journey and centres receive full support and guidance on making the most of online delivery.

The following Diplomas are currently available for delivery:

- Access to HE Diploma (Education)
- Access to HE Diploma (Health Professions)
- Access to HE Diploma (Midwifery)
- Access to HE Diploma (Nursing)
- Access to HE Diploma (Psychology)

- Access to HE Diploma (Social Work).

***Coming soon – Access to HE Diploma (Land Based Studies)**

If you would like to book a demo of the eassessorpro platform, please contact the business growth team at businessdevelopment@aimgroup.org.uk and they will gladly make arrangements for you. Further information can be found [here](#).

Registration of Students and Units

As the landscape for Access to HE is ever changing, we are seeing more and more centres with roll-on roll-off provision, and January/February starts. It is important to plan for the timely registration of students throughout the year.

All Access to HE students must be registered with AIM no later than six weeks (42 calendar days) from the learner's start date, to ensure AIM adhere's to QAA regulations. Units must be selected no later than 12 weeks (84 calendar days) from the learner's start date. All students are to be registered through the portal QuartzWeb. Providers must note that enrolment of students onto the eassessorpro platform, available through the partnership between the AVA and Learning Curve Group, for blended delivery of Access to HE Diplomas, does not lead to the registration of students with the AVA. Registration of students with the AVA is a separate process and must be carried out within the timescales listed above.

Further information regarding registration of students can be found in the Registration of Learners Handbook, part of a series developed to support Access to HE Centres with recruitment and delivery of Access to HE. All handbooks can be accessed on the [Access to HE Centre Support page](#) and you can contact acesstohe@aimgroup.org.uk if you have any questions regarding the registration process.

Upcoming centre training in 2025

During 2025 we will be delivering a variety of training sessions across our RQF, Bespoke, Quality Mark and Access to HE provisions. The sessions are designed to engage with our centres and provide up to date guidance and support to centres. We continually review our training offer and take onboard current trends and feedback from centres to provide engaging and informative sessions so please ensure you are checking our [events page](#) regularly for upcoming training events.

Below is a list of some of the upcoming sessions available to all centres **delivering RQF, Bespoke or Quality Mark provision**:

- Compliance Forum (termly)
- Counselling Best Practice Forum (termly)
- Bi-monthly Getting Quality Assurance Right

- Quality and Standards Q&A Drop-in session (monthly)
- Preparation for examinations (online and paper-based)
- A Guide to EQA (termly)

We also offer bespoke sessions for all **Access to HE centres**:

- Weekly Drop-in sessions for Access to HE centres.
- Access to HE Forum (these will run termly)
- Designing Access to HE Assessments
- Access to HE Assessment Practice
- New Coordinator and Manager support sessions.

How can we support your centre with changes to staff and keeping up to date with our processes?

We are aware that staffing teams can change throughout the year and our team are able to provide dedicated training to support staff who are new to working with AIM. These sessions can be tailored to the specific requirements of the new staff and the provision your centre delivers.

For our centres who deliver any regulated, bespoke or Quality Mark provision, please contact quality@aimgroup.org.uk and one of our team will be in contact to ensure your training needs are met.

Access to HE support sessions can be arranged on a one-to-one basis to support centres. Please contact acesstohe@aimgroup.org.uk and one of our team will be in contact to ensure your training needs are met.

How to contact us

The compliance team is dedicated to providing support and guidance to all centres to ensure they can effectively and efficiently meet all our requirements of centre recognition. The website has an extensive range of policies, guidance and videos to provide detailed step-by-step guidance on our policies and procedures. The team are working to continue to develop as much centre support guides and videos as possible.

Our team is committed to providing comprehensive responses to your queries within two working days and where possible we will direct you to any further support and guidance we can offer. Please use the email addresses provided below when contacting the team:

- quality@aimgroup.org.uk - for queries related to centre and qualification approval, policies, Annual Declaration, and Quality Assurance.
- equ@aimgroup.org.uk – for EQA bookings, samples, EQA reports, second sampling, certification status.
- accesstohe@aimgroup.org.uk – for all Access to HE delivery, moderation, final awards boards, certification, and late registration.
- externalassessment@aimgroup.org.uk – for queries related to the administration of external assessments and proctored examinations.