

Our Compliance Newsletter works hand in hand with our Compliance Forums, launched in October 2023. 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.

Dates for your diary

- **December 2024** - Compliance Update Issue 6
- **15th of November 2024** - Compliance Forum

Annual Declaration process

The Annual Declaration for 2024 – 2025 was launched on the 5th of August 2024. All centres should have received details of the annual declaration process, deadlines, and training events at the end of July 2024. There will be ample opportunity to attend training events, access bitesize video guides and speak to the quality team during August and September to ensure timely completion of your annual declaration (annual declaration submission deadline is the 1st of October 2024). Please note this is a regulatory requirement, and all centres are required to confirm compliance with the centre agreement on an annual basis.

If you have any questions or require support, please contact the quality team (quality@aimgroup.org.uk).

Artificial Intelligence (AI)

JCQ updated their guidance on AI in February 2024 and produced an easy-to-follow article outlining the changes and new supporting documentation including:

- Real-life candidate malpractice examples involving AI
- How to authenticate private candidate work
- Clearer guidance on marking student use of AI tools and the use of AI tools by assessors when marking, with real-life examples
- Expanded the list of AI tools and AI detection tools

Based on the JCQ recommendations, centres should now have agreed policies and procedures relating to assessment in place to ensure the authenticity of assessments. Thus, ensuring that each centre can address the risks associated with AI misuse. In addition, teachers, assessors and other centre staff should have discussed the use of AI in qualification assessments and have an agreement in place regarding an approach to managing students' use of AI in their school, college or exam centre. This should be supported with students being made fully aware of the appropriate and inappropriate use of AI, the risks of using AI, and the possible consequences of using AI inappropriately in a qualification assessment. This should be aligned with the centre's approach to plagiarism and the consequences of malpractice. JCQ also recommend communicating with parents to raise awareness of the risks and issues associated with AI to ensure a "joined-up" approach between home and the school, college or exam centre.

The guidance clearly states AOs are to take action, such as sanctions, where tutors are knowingly accepting or failing to check assessments.

JCQ have also produced a range of support materials for schools and colleges:

- Posters for students
- Information sheets for tutors
- PowerPoints which can be used by colleges SLT to inform tutors on understanding and preventing the misuse of AI
- PowerPoint which tutors can use with students which can be used to help them better understand the rules for use of AI

Useful links:

[Updating the JCQ guidance on AI Use in Assessments - JCQ Joint Council for Qualifications](#)

[AI-Use-in-Assessments Feb24 v3.pdf \(jcq.org.uk\)](#)

[Malpractice - JCQ Joint Council for Qualifications](#)

[Use of artificial intelligence in education delivery and assessment - POST \(parliament.uk\)](#)

Policies

We are pleased to announce the launch of several new policies, they will be available to download from our website in the new academic year. We will notify all quality contacts via email once they are available. The following policies will be revised for the new academic year:

Sanctions Policy
Enquiries and Appeals Policy
Reasonable Adjustment Policy
Special Consideration Policy
Registrations and Certification Policy
Access to HE Final Award Board Policy
Invoice Policy
International Approval & Language of Assessment Policy

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

Overview of fundamental changes:

- The Registration and Certification Policy has been updated to include the withdrawal of learners after three years on programme or when the end date of their course/programme passes, or at the certificate end date for the qualification/course.

- Reasonable adjustments Policy – please note the changes made to the Reasonable Adjustment submission deadlines.

Please note that any downloaded version of our policies may not be the most current iteration. For the latest updates and accurate information, kindly refer to the version available on our official website.

Recognition of Prior Learning (RPL)

Please ensure that all RPL applications are made at the point of learner enrolment. The application date is the date that will be taken for validity of previous evidence, so it is vital that this is sent at the point of enrolment to ensure the evidence will be considered.

All our policies can be found on the website [Policies and Procedures](#).

The AIM Instructions for Conducting Exams (ICE) Document Now live

The new 'Instructions for Conducting Exams' guide contains information about all AIM's exams and is a useful reference tool for teachers, exams officers and managers. It provides comprehensive instructions and best practices for centres to successfully carry out external assessments. By following these guidelines, centres can ensure a smooth and efficient process while maintaining the integrity of the assessments.

It details the responsibilities of the centre staff and outlines AIM's monitoring processes. Key sections include:

1. **Preparing for the Examination:** Steps for scheduling exams, ensuring the security of exam materials, and setting up the exam.
2. **The Exam Venue:** Requirements for the facilities and setup of the examination room.
3. **Invigilators:** Roles and responsibilities of invigilation staff, including provisions for learners requiring reasonable adjustments.
4. **Conducting the Assessment:** Procedures for identifying candidates, providing instructions, managing the assessment, and concluding the exam.
5. **Invigilation Guidance for Proctored External Assessments:** Specific guidelines for proctored exams, including starting and conducting the assessment.
6. **Contingency Plans:** Strategies for handling unexpected situations to ensure the continuity of the exam process.
7. **Results:** Information on results release dates and the process for result enquiries.
8. **Malpractice:** Definition, examples, and procedures for reporting and handling malpractice incidents.

The document ensures that exams are conducted in a secure, fair, and standardised manner, supporting the integrity of the assessment process and providing clear guidelines.

Please ensure that all relevant colleagues are aware of the document.

Change to assessment- Level 1 Award in Health and Safety in a Construction Environment

The current online assessment for this qualification is changing to an online proctored exam from 1st September 2024.

All centres who are currently offering the qualification have been notified.

This change is as a result of ongoing sector concerns around the level of malpractice associated with this assessment and also feedback from centres who have often struggled to find and fund suitable invigilators.

All centres who currently offer this qualification will be invited to attend training to ensure they understand the system, and how to administer it, along with the rules to follow and how to prepare their learners.

Exam training

We are pleased to announce our new session dates for the next academic year.

Some sessions require mandatory annual attendance so please ensure that staff are available to attend as it forms part of your centre agreement to comply with training.

Dates will be available to book on the website in the new academic year.

Functions Skills support visit/meeting

We offer an individual session where we will outline the expectations of the functional skills exams before centres deliver or on your first exam.

Proctored exam training session

Training for centres who gain approval for an exam which has proctored invigilation. Dates to be arranged and sessions will be advertised on the website. Centres will be contacted and invited to book onto a session. This training will be offered to centres before delivery starts and must be done before they conduct their first exam.

EQA

Qualification status reset coming up!

As per our CASS strategy, on the 1st of September any low or medium risk qualifications which are currently set to processing, which means you receive certificates automatically for those qualifications, will be

reverted to QA verification. This means that you will need to book EQA monitoring for your first claims against each of those qualifications.

Requesting EQA monitoring

To book your EQA monitoring, please follow this link and complete the form [External Quality Assurance \(EQA\) - AIM \(aimgroup.org.uk\)](#). Please ensure you book 10 working days in advance.

Please remember that you must upload your RACs before submitting your EQA monitoring request.

Changes to EQA approach for GAVFX and Counselling qualifications

- 603/3066/1 AIM Qualifications Level 3 Diploma in Games, Animation, and VFX Skills
- 603/3067/3 AIM Qualifications Level 3 Extended Diploma in Games, Animation, and VFX Skills
- 603/3986/X AIM Qualifications Level 3 Certificate in Counselling
- 603/3987/1 AIM Qualifications Level 4 Diploma in Counselling Practice
- 603/6620/5 AIM Qualifications Level 5 Diploma in Applied Therapeutic Practice
- 603/3988/3 AIM Qualifications Level 5 Diploma in Psychotherapeutic Counselling
- 603/3989/5 AIM Qualifications Level 6 Diploma in Psychotherapeutic Counselling (Informed by Research)

From September 2024 we are changing the EQA process for our games and counselling courses.

To streamline the process and ensure we can accommodate the unique needs of each centre, we now require an assessment plan for each qualification. This approach allows us to identify the most suitable sampling points throughout the year for you and your centre.

You should have received an email from us giving further details and time frames if you offer these courses. If you do offer these courses and have not received an email, please get in touch with us via eqa@aimgroup.org.uk.

Centre guidance for EQA Monitoring

To support centres through the EQA monitoring process, we have created a series of bitesize videos on each part of the process which are linked below. You can also find these on the [EQA page](#) on our website or on our YouTube channel in the future.

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](#)

We have also introduced an EQA monitoring factsheet which outlines each stage of the EQA monitoring process, you can find and download this [here](#).

If you have any queries about EQA monitoring, please contact ega@aimgroup.org.uk

Access

Regulatory update from QAA

As we approach the start of the pilot for the exciting new Subject Descriptor Nursing and Health Professions, we would like to share with you the key dates from QAA’s timetable for activity.

Period	Activity
July 2024	Briefing with pilot participants
July 2024 – December 2024	Spot check Verification of Diploma content to be delivered Diploma marketing materials /publicly available information (by AVA and provider)
October 2024 March 2025 July 2025	Stakeholder Feedback Centre AVA Students
31 August 2025	Deadline for submission of data information
September 2025 – November 2025	QAA data analysis and evaluation

As the AVA is participating in the pilot, this therefore means that centres delivering the identified Diplomas will be required to provide feedback at the three points during the pilot, and submit data as requested from QAA.

QAA delivered some ‘open’ briefing sessions during July and early August at which the schedule and requirements were discussed. We appreciate that the sessions may have been when you were on leave. To support centres that are unable to attend, the AVA will hold an information / update session on **Tuesday 3rd September at 4.00pm via Teams.**

New Access to HE Diploma Portfolio update – Assessment Briefs

Following providing indicative content for some of the Diploma’s mandatory units we are now pleased to announce that exemplar assessment briefs are now available for the following units:

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

These assignment briefs are now available to access via Quartzweb to those who have the Access to HE Administrator Role. When logging in, go to RESOURCES, then select DOCUMENTATION and then 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. We hope that these will help with planning for the delivery and assessment of the new units.

As a reminder, all Diploma specifications can be accessed via our website [New for 2024 - AIM \(aimgroup.org.uk\)](https://aimgroup.org.uk). If you would like to offer a new Diploma for 2024-25, there is still time to gain approval. Please contact the Access team at accessstohe@aimgroup.org.uk and an Access Lead will arrange to meet and discuss plans and what information and evidence would be required for approval.

New Partnership with Learning Curve Group

If you are considering a blended learning model for your Access to HE Diploma delivery, we have a new partnership with Learning Curve Group offering our centres access to their eAssessor Pro Platform for blended delivery of the following Diplomas:

- 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)

Please see [here](#) for further information on our website and if you would like to book a demo, contact the business development at businessdevelopment@aimgroup.org.uk and they will gladly make arrangements for you.

Upcoming Training and Support Sessions

To support with planning and development of assessment briefs for the new unit specifications, a session is scheduled for **19 September 2024 from 13.30 to 15.00**.

The session will focus on what constitutes an effective assessment for the learner, so there will be consideration of the skills and knowledge to be developed across the course and how the grade components can be used for different types of assessments. There will be an opportunity to consider how you would design an assessment for a given unit during the session and to share ideas with fellow attendees. The latter part of the session will focus on the internal moderation requirements of assessment briefs.

To book a place please access the events page on this link: [Events - AIM \(aim-group.org.uk\)](https://aim-group.org.uk/events)

The following sessions have also been scheduled for September so please take the opportunity now to put these in your calendars:

- **New Coordinator / Manager Support** 11 September 2024 – 15.00 - 16.30
- **Registration of Students and Units** 23 September 2024 – 13.30 - 15.00

Registration of Students and Units

As enrolment commences for the new academic year, it is important to plan for the timely registration of students. All Access to HE students must be registered with AIM Qualification and Assessment Group no later than six weeks (42 calendar days) from the learner's start date, to ensure AIM Qualification and Assessment Group adhere 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 eAssessor Pro platform, available through the partnership between the AVA and the 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 Diplomas. All handbooks can be accessed on the [Access to HE Centre Support webpage](#).

Higher Degree Apprenticeships and Nursing Associate

The Final Award Boards (FABs) main summer season has come to an end with over 75 FABs taking place and approximately 2800 students awarded a full Access to HE Diploma. It is always rewarding to see not

only the fantastic achievement of the students but also to see where students are progressing to. At this year's FABs there has been an increase in the reporting of progression onto higher degree apprenticeships and the nursing associate role. Examples of apprenticeships routes include:

- Emergency Care Technician – Paediatrics
- Physiotherapy
- Speech and language
- Police constable

This is fantastic news and a good reminder to all to ensure that marketing for upcoming courses promotes the increased progression opportunities for Access to HE students, and that the Access to HE Diploma can provide that next step into degree apprenticeships, and not just the typical BA or BSc Honours Degrees.

How to contact us

Earlier this year we launched dedicated inboxes for each of the areas of compliance to ensure streamlined and efficient responses to your queries. Our commitment is to provide a response within two working days. Please use the following inboxes to contact the team.

- Quality@aimgroup.org.uk: Queries related to centre and qualification approval, policies, Annual Declaration, and QA.
- Eqa@aimgroup.org.uk: EQA bookings, samples, EQA reports, second sampling, certification status.
- Accesstohe@aimgroup.org.uk: Access to HE delivery, moderation, final awards boards, certification, and late registration.

Training

To provide support and guidance to our centres, we will be delivering training sessions across the following areas. If you would like to book your place on these events, please visit our [events page](#) at the start of the new academic year.

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

- Compliance Forum (these will run termly)
- Bi-monthly Getting Quality Assurance Right
- Preparation for examinations
- A Guide to completing Centre Annual Declaration

The following sessions are 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
- New Coordinator and Manager Support Sessions.

New Access to HE Coordinator support sessions can be arranged on a one-to-one basis to support centres in a timely fashion. Please contact accesstohe@aimgroup.org.uk and an Access to HE Lead will be in touch to arrange.