ADO INTERNAL QUALITY ASSURANCE PROCEDURES

1 Support Structure For Quality Assurance Overview

Please note that this document works in parallel with the ADO River Valley Assessment and Internal Verification Policy, which outlines the key roles for those involved with Pearson qualifications and their individual roles and responsibilities.

ADO River Valleyis committed to providing the appropriate support to our learners throughout all our learning experiences and other educational products and services. This document sets out those commitments and how we intend to support and maintain the quality assurance standards expected from them.

The Support Structure For Education document is valid for the following services:

ADO River Valley School

2 Introduction

Quality Assurance is a set of processes and procedures we have in place to ensure that students completing our qualifications are issued a fair grade based on their performance.

Quality assurance (QA) is any systematic process of determining whether our services meet specified requirements in line with our working relationship with Pearson. QA establishes and maintains set requirements for developing our services, it is of paramount importance for us to follow key quality expectations, throughout the whole team.

Although our Quality Nominee is the Headteacher and leads on quality assurance, it is the responsibility of all staff and students to follow procedures where quality assurance is in mind.

3 Annual Quality Declaration

The Pearson Annual Quality Declaration (AQD) is an online form that we complete each year. At ADO River Valleyour Quality Nominee completes this process each October.

The purpose of the Declaration is for centres to confirm that all policies and procedures required for the delivery of our BTEC and Functional Skills Level qualifications are in place, effective and have been contextualised. The Declaration also serves as the acceptance of Pearson's Terms and Conditions of Centre Recognition and Qualification Approval for delivering these qualifications.

The AQD replaces the separate documentation that was previously completed and submitted to Pearson. For example,

- BTEC Level 1-3: Annual Centre Declaration

4. Staff Allocations

Head of Centre

Our Head of Centre is formally responsible for the curriculum organisation at ADO River Valley. The Head of Centres main responsibility is to now ensure that we act in accordance with Pearsons conditions of approval, regulations and any other terms and conditions or policies.

Quality Nominee

As a small team, with a minimal cohort (2022-2023) we do have our Quality Nominee who is in the process of becoming the Lead Internal Verifier for the majority of our BTEC and Functional Skills subjects (OSCA training to be complete by the end of January 2023). In some instances, our Quality Nominee may be asked to invigilate a formal assessment for BTEC/ Functional Skills. Our Quality Nominee Formerly, the Head of Centre had been the LIV and therefore adhered to OSCA and wider standardisations.

Other managers will often work with our Quality Nominee to ensure that all quality assurance processes are conducted efficiently. They may be required to support putting actions in place in response to reports on quality assurance. An example of this is with our peer observations, whereby we ask wider staff to uphold planned and also unannounced quality assurance observations within set lessons that follow the Pearson program's. We also ensure that some of our observations are carried out by less familiar individuals such as those from the management committee, and also through external quality assurance consultants. This process ensures that our staff are practicing a high quality delivery for our students at all times.

The Quality Nominee is responsible for hosting an annual review for quality assurance across BTEC and Functional Skills.

Exams Officer

Our exams officer is is our point of contact for Pearson administration at our centre, the exams officer is also responsible for ensuring learners are registered on time and correctly. Exams officers usually control who has access to what on our online administration system, Edexcel Online.

Our exams officer aims to follow set enrolment dates that are advised by Pearson, however due to the nature of our evolving setting with small group numbers and only becoming a registered provision in October 2022, in some instances this has not been possible over the cohort year of 2022-2023.

Our exams officer supports with the setup of technology for assessments and will test prior to use. In addition, the exams officer supports students with understanding the role of the remote invigilator- which is the option we use for some digital assessments.

Assessors

As a small team, we have a handful of assessors, to ensure high quality of teaching right from the beginning we ensure that all Long Term Plans (Schemes of Work) and all lesson plans are sent to a direct email mailbox named qualityassurance@adoservices.co.uk . This mailbox is set up for all subject matter and is the first port of quality assurance of our curriculum before assessors then begin to use platforms including MyBTEC.

Internal Verifiers

Internal Verifiers are responsible for ensuring that assessment decisions are consistent across the programmes by checking that assignments are fit for purpose, standardising assessors and sampling assessment decisions. At ADO River Valley we complete this process through MyBTEC.

Anyone involved in the delivery and assessment of the programme can be an Internal Verifier, but they cannot internally verify their own assessment (bias).

Quality Management Review responsibilities

At the request of the Quality Nominee, Internal Verifiers may be required to attend the Quality Management Review practitioners' meeting to provide:

- verbal evidence of how centre systems and procedures are understood and implemented at programme level

- evidence of programme management of BTECs in their subject area (e.g. programme files, live quality assurance documentation).

Lead Internal Verifiers

The Lead Internal Verifier (Lead IV) acts as a single point of accountability for the quality assurance across a Principal Subject Area. This means that they're responsible for managing the assessment of units and qualifications as well as signing off assessment and internal verification decisions. In our case, this is in the process of transitioning to be the role of the Quality Nominee (as we are a very small team). The QN/LIV will continue to work closely with the standards verifiers who are external bodies to adhere to all of Pearson's requirements.

For BTEC programmes at Entry to Level 3, Lead IVs need to register through the online standardisation system, OSCA, each year. For QCF programmes only, OSCA provides Lead

IVs the opportunity to gain accreditation of which the LIV will have completed by 31st January 2023.

Standards Verifier

Our Standards Verifiers are subject specialists whose job is to confirm that we are:

- assessing our learners to national standards outlined in the specification

- processes for internally verifying assessment decisions are effective

- accurately recording our assessment and internal verification decisions.

In our case, standards verification is done via the MyBTEC platform, with student sampling work being sent via a secure drop platform.

Chief Operating Officer

Although this role does not have any particular day to day impact on the ADO River Valley Education function, it does have overall responsibility for the operational function, policies and procedures and IT-Network-Data Storage Systems. This role is the final point of contact in the complaints and escalation procedure.

The directors, management and staff structure ensure that we can deliver a wide ranging number of learner opportunities across all age groups and abilities.

Key Roles – Version Control, Change Control and Release Management of Policies and Procedures - Programme Verification and Release Management – Website Administration – IT Systems – Head Office Facilities

5. myBTEC

myBTEC is a workflow tool that has been designed to help us carry out our BTEC assessment process right from the very start of each course.

Why we use myBTEC

- Saves us time throughout the BTEC assessment process.

- Gives us complete visibility of all courses, assessment, internal verification and results at our centre.

- Specially designed for our BTEC qualifications, so we can be confident that we are getting it right.

- Supports our entire BTEC team, whatever our department or role.

- Contains all the support we need to help us.

- Fantastic for quality assurance processes

- Helps us to set key dates for submissions/resubmissions and supports us with accurate GLH

- Bespoke timings can be set on myBTEC, we can use it all year round which works for our small evolving community company.

6 Programme Control Measures

We as a provision have not been placed under a 'Holistic Review' with Pearson, and nor have we been placed in 'Enhanced Control'.

Both of the above measures are set to support centres with key areas of development, however we are within the 'Medium Control' which is the normal measure applicable to annual sampling.

Sampling at ADO River Valley will traditionally take place between March and May. In some instances, we work with our standards verifiers to sample with a more bespoke approach, due to having a small cohort and late ofsted registration for the cohort year of 2022-2023. Pearson have been continually supportive of our small organisation, and the fact that we cannot always work to the standardised deadlines due to the SEMH needs of our cohort.

12 Contact

This document was produced by the ADO Operations team in partnership with Pearson. This version supersedes any previous versions and will be reviewed annually.

All correspondence with regard to this policy, or any other operational policy and procedure should be directed to the ADO Chief Operating Officer by e-mailing gmp@adoservices.co.uk or calling 0208 855 6778, requesting to speak to the Chief Operating Officer or in writing c/o Chief Operating Officer, ADO SERVICES C.I.C , Head Office, 126 Upper Wickham Lane, Welling, Kent DA16 3DP.