



## **NVQ/QCF Assessment Centre Support Package**

regis:ctv is delighted to offer a package that supports your workplace assessment centre needs. This package is suitable for employers that have trained and active work based assessors, who can assess colleagues doing a Health & Social Care NVQ in the workplace.

regis:ctv will act as the accredited centre through EDI and be responsible for quality assurance for all the NVQ awards.

### **This is the ideal package for you if:**

- You have work based assessors in place
- You have access to internal verification resources to support and to implement Regis assessment centre policy and to quality assured internal assessment (We can offer the option to train a verifier for you)
- You can commit to registering a minimum number of NVQ/QCF learners through the assessment centre

### **Our Assessment Centre Support Package provides the following:**

#### Support for work based Lead Internal Verifier

Interview and standardisation for internal verifiers wishing to quality assure assessment of NVQs assessed in the workplace.

#### Provide consultant and IV support to the Customer Lead Internal Verifier (CLIV)

Each organisation can tailor their own internal delivery of NVQ/QCF awards providing assessment meets the requirements agreed between Regis training assessment center and the awarding body.

Upon agreement of delivery and processes, Regis or the CLIV will deliver a session to align assessor practice and also to clarify the administration process to be used.

The CLIV will be responsible directly to the center for quality assurance of assessment and verification relating to assessment within the customers organisation for learners registered with the center.

Regis will provide quality assurance support, monitoring of assessment and verification carried out within the organisation.

### **Learner induction**

Initially Regis will train assessors either at a workshop using role-play or for a real learner induction to train assessors in the process to provide full induction to NVQ/QCF, creation of learning plans and use of learning resources.

On going inductions are carried out by your work-based assessors once they are competent under the guidance of the CLIV supported by the assessment center.

CLIV will be provided with induction documentation.

- Learner evidence gathering portfolio
- Mandatory units
- Individual learning plan
- Assessment documentation
- Sign up front sheet

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### **Learner Induction** (continued from page 1)

Regis will communicate changes to policy/ best practice to the CLIV for review and dissemination to all assessors. The final format and process is open to local agreement which may include electronic media (email, secure website). regis: ctv will process the enrolment paperwork submitted to the center and register learners' details with the awarding body.

regis: ctv will also send optional unit resources to the learner as selected at induction, in addition to managing the verification process and the selection of units to be sampled.

### **Programme support**

regis: ctv will:

- Provide telephone and email support relating to assessment practice, protocol and enquiries from assessors about training.
- Provide an email monthly report in spreadsheet format to the CLIV regarding active learner progress.

### **Assessor support**

Assessor updates are communicated through the CLIV who will disseminate the information to the work based assessors. Assessors will have access to the Regis: ctv assessment center code of practice. The CLIV is responsible for ensuring that learners have fair access to assessment and that assessors comply with the code of practice. Assessors will be invited to assessor conferences and updates sessions. Local group sessions can be provided by agreement.

### **Quality assurance**

Regis will liaise with the CLIV to agree strategies for sampling candidate assessment. This will include an audit of IV processes in line with Awarding Body requirements.

A database of candidate progress and achievement will be maintained centrally by Regis.

All contact with the Awarding Body will be undertaken by Regis including arrangements for External Verifier visits. A representative from Regis will support the customer prior to and during the External Verifier visits and work closely with the CLIV to put any subsequent action points in place.

Assessors and IVs will have the opportunity to attend quarterly standardisation meetings at the client's workplace to discuss issues relating to assessment practice, update assessors and IVs and share good practice.

Regis will provide agreed training workshops to ensure assessors and verifiers are kept up-to-date with best practice, awarding body changes and latest developments. We can arrange customised workshops to support specific skills and training needs including:

- How to present a portfolio
- Feedback and action planning skills
- How to carry out professional discussions and maintain records
- Observation skills



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### **Assessment Centre Annual Charges**

9-19 learners £385 each + awarding body costs and VAT

20 + learners £350 each + awarding body costs and VAT

The above certification charge is for full award or unit certification (single instance).

Administration charges for additional units selected will be £41 plus awarding body costs per unit.

### **Assessor Training**

Regis promotes training of new assessors and can facilitate group session training or provide individual support for the A1 award.

A1 Assessor Training - £628 + awarding body costs and VAT. (Please ask about group discounts.)

### **Internal verification training**

Subject to 6 months assessment and approval by the Center Coordinator regis: ctv may invite assessors, following CLIV request, to begin Internal Verifier (V1) training through the center.

V1 Internal Verifier Training - £650 + awarding body costs and VAT

### **What next?**

For a discussion about your organisation's requirements, please email or call Lynne Govus or Dave Gittins on Tel: 0800 0680 978. Email [lgovus@regis.co.uk](mailto:lgovus@regis.co.uk) or [djittins@regis.co.uk](mailto:djittins@regis.co.uk) We look forward to hearing from you.

***Please note that our assessment centre packages can be adapted to meet your specific organisational requirements.***

