Lower Candidate Registration Strategy

(up to 20 registrations per year)

FOCUS AWARDS

Version History

Version	Date	Author	Change Description
Original	October 2023	Quality Assurance	Document created
2	December 2023	Melissa Pennington	Design Change

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Introduction

Focus Awards believes it is more efficient, cost-effective, and environmentally friendly to undertake a desk based EQA review of centres with up to twenty learners registered per year. Such centres will still receive the outstanding support expected from both centre support and external quality assurance teams. Should an 'in person' visit be required this can still be initiated by either the centre or Focus Awards.

Policy Details

In the case of a centre registering up to 20 learners in any given year (across all qualifications they are approved to deliver), the allocated External Quality Assurer will undertake a desk based EQA review.

Beauty qualifications where high-risk equipment is being used will be exempt from this policy. Qualifications which include the use of needles, blades or lasers will require face to face visits as the EQA is required to observe assessment practices whilst learners are using such items. This is to ensure that safe practice is evident, and the centre is compliant with health and safety requirements.

A 'year' is defined as the time between annual EQA review/visit periods.

Desk-based sampling will quality assure learners' written work, examine centre management systems, review staffing, review qualification delivery and resources, examine the internal quality assurance processes, and examine learner support. Focus Awards will also talk to staff and registered learners.

The most recent EQA Centre Monitoring Form will be used for desk based EQA reviews.

Centres must video record a minimum of 20% of their registered learners undertaking any practical elements or assessments and make those recordings available to the EQA team. A voice recording may also be used in some circumstances where a learner is undertaking a verbal assessment (e.g., providing feedback to a learner for the assessor qualification).

Centres must retain all video evidence. However, in line with GDPR good practice, Focus Awards will delete and remove the video evidence from its own systems once it has been reviewed by the EQA.

Centres have the option to directly request an 'in-person' visit from their allocated EQA (refer to our pricing policy for the costs of this service).

An in-person visit may also be initiated by Focus Awards as part of its overall centre monitoring procedures.

Centres subject to this policy are ineligible for Direct Claims Status (DCS) and as such must submit all learner works for EQA sampling.

Contact us

If you have any queries about the contents of the policy, please contact our support team

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