

Unit Certification Policy

Updated: December 2015

Next revision date: December 2016

1. Objectives

- 1.1 To ensure learners are not disadvantaged if a learner is unable to complete the full apprenticeship by ensuring all units completed are certified.**

2. Scope

- 2.1 To cover all activities carried out within the Apprenticeship Learning Programme.**

3. Key Principles

3.1 The Lead Internal Verifier must:

- i. Ensure that all learners are aware of the possibility of unit certification when circumstances warrant it.**
- ii. Lead verifier will undertake reviews of all learners and confirm learners' progress.**
- iii. Monitor unit progress via the internal verification process.**
- iv. Where it is felt the learner is unable to complete the apprenticeship all completed units will be certified.**

4. Staff Responsibility

4.1 Lead Internal Verifier

4.2 CEO has overall and final responsibility for all matters relating to internal verification.

4.3 The day-to-day responsibility for unit certification policy is delegated to the WBL Director, who will ensure that:

- Adequate resources are made available to implement this policy.**
- Adequate arrangements are made to bring this policy to the notice of all staff, apprentices, satellites, settings and visitors.**
- The effectiveness of the policy and its arrangements are reviewed annually during the relevant Strategy Group meeting or more frequently if deemed necessary.**

5. Monitoring and Evaluation

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Mark Pike	01/12/2015		Mark Pike

- 5.1 **Assessment information, including the analysis of performance of different groups of Apprentices, is used to guide the Apprenticeship Learning Programme.**
- 5.2 **Assessment is fair, accurate and carried out regularly.**
- 5.3 **Assessment is used to monitor progress and inform individual Apprentices about how they are performing and how they might develop further.**
- 5.4 **Assessment, verification and moderation procedures follow regulatory body requirements.**
- 5.5 **Forms of assessment and recording are suitable for the courses and programmes being followed.**
- 5.6 **Self-assessment process and the common inspection framework.**

6. Supporting Documents

6.1 This policy should be read in conjunction with the following: -

- **Requirements for funding work based learning**
- **C&G and QCA Publications**
- **Assess/Tutor and Internal Verifier Handbook.**
- **Disability Statement.**
- **Equality & Diversity Policy**
- **Guidance Note - When a Trainer is concerned about an Apprentice's work or performance.**
- **Guidance Notes on Schemes of Work.**
- **Health and Safety Policy.**
- **Induction Guide.**
- **Induction Handbook.**
- **Quality Policy.**
- **Teaching and Learning Policy.**

This policy is liable to full equality impact assessment, including special educational needs, annually.

Policy signed by CEO: *Mark Pike* **Date: 01/12/2015**

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