

Warwickshire College Documentation for ITQ

**Please find enclosed the following standard documents
used by Warwickshire College:**

ITQ Candidate Induction Checklist
Access to Assessment and Equality of Opportunity
Candidate's NVQ Appeals Procedure
OCR -ITQ – Witness List

ITQ Candidate Induction Checklist

Candidate Name.....

Location of Induction.....**Date of Induction**.....

Please confirm the following items have been explained and conducted at the start of the ITQ Programme.

<i>Items</i>	✓
Title Page Details, showing details of Awarding Body	
The ten week rule	
Access to Assessment,	
Equal Opportunities,	
Candidate Appeals Procedure	
Accredited Prior Achievement/Learning (APA/L):- (Certificates and Evidence Required)	
ITQ Assessment plans signed and dated	
Witness Status list signed	

Candidate Signature _____ Print name _____

Assessor Signature _____ Print name _____

Access to Assessment and Equality of Opportunity

Warwickshire College will enable candidates to have access to assessment for NVQ/SVQ irrespective of their sex, marital status, age, religion, colour, race, nationality, ethnic origin or disability. The assessment process will be free from any barriers that unnecessarily restrict access. In particular the internal verifier must ensure that:-

- Assessment is independent of the mode or location of learning or development.
- There are no upper or lower age limits (unless this is a legal requirement of the process or environment).
- Assessment is independent of a specified period of time to be spent in education, training or work, except where legal/statutory constraints make this necessary.
- A range of assessment methods is available including, if appropriate, accreditation of prior learning (APL) and simulation.
- Any candidates with particular needs are identified and whenever possible the necessary resources are made available to facilitate assessment of these candidates.
- Assessments for NVQ's/SVQ's do not demand any skills e.g. Literacy, numeracy beyond those required to demonstrate occupational competence.
- Assessment decisions are free from discrimination on any grounds other than competence.
- Wherever possible assessment should be carried out under normal working conditions. Where this is not possible candidates will be allowed to gather evidence from other sources agreed with the assessor and confirmed with the internal verifier to prove competence.
- The above statement does not affect any rights that you may have under the Warwickshire College general Equal Opportunities policy.

Candidate's NVQ Appeals Procedure

Candidate's Name.....

Assessor's Name.....

Internal Verifier's Name.....

Stages in Candidate Appeals Procedure: -

- Stage 1** The Candidate has the right to appeal to the assessor who carried out their assessment. The candidate must complete document *Stage One Candidate Appeal Record*. Copies are held in the NVQ Centre File for each award.
- Stage 2** Candidates who are not satisfied with Stage 1 can appeal to the Internal Verifier. The Internal Verifier will examine the *Stage One Candidate Appeal Record* and the evidence presented by the candidate. The Internal Verifier will record their decision on the *Stage 2 Candidate Appeal Record*.
- Stage 3** Candidates still not satisfied can appeal to the Senior Director of Curriculum. *Stage 3 Candidate Appeal Record* will be completed and all appeal decisions will be made available to the awarding body e.g. through the External Verifier.

This form must be placed in the front section of your portfolio.

(The main college assessment appeals policy is available within the NVQ Centre and the main policy must be followed during the appeals process.)

Please sign this form with your assessor as evidence that the appeals process has been explained to you and to indicate that you have received and understood how to use the above Procedure.

Candidate's Signature.....

Assessor's Signature.....

Date.....

OCR -ITQ – WITNESS LIST

Candidate name: _____ Candidate signature: _____

Witness name (including contact address and telephone number and witness signature)	Witness status
Signature of witness: _____ Date: _____	
Signature of witness: _____ Date: _____	
Signature of witness: _____ Date: _____	
Signature of witness: _____ Date: _____	
<p>Status of witness:</p> <p>A - An assessor, occupationally competent</p> <p>B - An assessor who is not occupationally competent</p> <p>C - Not an assessor, but occupationally competent and familiar with the standards (e.g. line manager, colleague)</p> <p>D - Not an assessor, but occupationally competent and not familiar with the standards (e.g. supplier)</p> <p>E - Not an assessor, not occupationally competent and not familiar with the standards (e.g. customer)</p>	