

## Explanation, guidance and information for Section 3B

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This form is designed to be viewed, completed and submitted electronically. All completed forms should be sent to your main contact person.

The purpose of this section is to allow the organisation to provide details of its unit development and associated quality assurance processes to assign credit.

Where appropriate the sections within the forms will list the essential policies and information that is required to accompany the application form. All of this information should be clearly cross-referenced within the application documentation.

Please note as the form is to be completed electronically that the information below has been designed to be in the form of a hover help. For the purposes of this paper copy, the information has been boxed so that it can be cross-referenced to the appropriate sections of the application within section 3B.

## Assigning credit (further explanation, guidance and information)

### Organisational structure, aims and expertise

An organisation seeking recognition must be able to demonstrate that it has the relevant expertise and a thorough knowledge and understanding of the principles of assigning credit to include:

- Understanding the benefits of and reasons for using credit for learning in the organisation's area(s) of activity.
- Understanding and use of the technical elements or components of a unit – expressing learning in terms of learning outcomes and assessment criteria (including understanding the functions of LOs and AC in assessment practices for credit-based learning), levels and Credit Value/size.
- Writing and constructing units.
- For framework development, understanding and using credit units within a designed framework.

The fundamental principles of CQFW are contained within the CQFW Common Accord and the CQFW Handbook should be used to guide the submission. Use of the credit principles contained within the QCF and SCQF are of equal merit.

It is important that an organisation utilises staff and/or external consultants with a range of skills, knowledge and experiences, including subject/sector expertise, assessment, qualification development and learning delivery. Include opportunities for training and development.

In practical terms an organisation must be able to demonstrate the sustainability of knowledge and expertise in assigning credit, so the competencies required to assign credit are embedded throughout the organisation's principles and practices (i.e. not 'in the head' of an individual). The detail that should be in the application would include:

- Overview (e.g. organisational chart) of the key personnel involved in the assigning credit process.
- Responsibilities of key members of staff involved in the assigning of credit process.
- Overview of processes for appointing, training and monitoring specialists (internal staff and external consultants) involved in constructing units.
- Staff/consultant development and briefing programmes on credit principles and unit development.
- Supervision and monitoring of staff and consultants.

### **Identification of need for unit/programme/framework**

An organisation seeking recognition must demonstrate that:

It has a process, which is formally documented, whereby the rationale and need for a new unit, programme and/or framework are established and duplication with existing units, programmes and frameworks is avoided wherever possible.

### **Design and development process**

An organisation seeking recognition must demonstrate that it has a process(es) for:

- managing the development activity
- generating learning outcomes and assessment criteria in a clear and unambiguous way
- determining the appropriate level for units
- determining Credit Values for units
- specifying any assessment requirements for units.

The organisation should ensure that the design and development process is underpinned by a clear audit trail which illustrates the decision making and consistency required for effective unit construction in relation to the CQFW's credit principles.

The information contained in the submission should cover the design and development approach(es) adopted by the organisation which could possibly include:

- separate staff/consultants – assigning credit levels and values independently, results compared and a decision reached
- 'Rater and Vetter' – the rater will assign the credit and the vetter will vet the decision
- team approach to assigning credit.

The organisation must clearly demonstrate that any unit submitted to CQFW has been through a formal and recorded process of scrutiny that is independent of the originating person or team, and which forms part of the overall quality assurance processes.

Whatever methods are used there should be a final validation of the results. The application will need to provide details of the mechanism(s) the organisation uses, which could include:

- validation panels made up of credit 'experts' independent of the development of the units presented to the panel
- quality 'arbiter' – a credit expert who has been independent of the development of the unit(s) presented to them.

### **Relationship of unit content to relevant national/industry standards and legislation**

The organisation must demonstrate it is conversant with current legislation when developing the content of units.

An organisation must demonstrate that it has mechanisms for identifying and where necessary incorporating any relevant sector legislation (including Health & Safety), diversity and equality and the Welsh language into units. With regards to diversity and equality, the organisation should include race, ethnicity, gender, disability, sexual orientation, and religion in its considerations when determining unit content so that it can not be construed as discriminatory.

An organisation should demonstrate that it has mechanisms, where applicable, for:

- identifying the relationship between units and industry/learning sector standards
- referencing unit content to the relevant Basic, Key and similar Skills standards.

This may require explanation of the process of how the organisation references and keeps up-to-date with sector standards – such as NOS (National Occupational Standards) or industry specific and Basic and Key Skills. (Please note that from 2010 Basic and Key Skills will be replaced by Essential Skills Wales qualifications – please see Welsh Assembly Government website for more details [www.wales.gov.uk/educationalskills](http://www.wales.gov.uk/educationalskills).)

There could also be links to show how the organisation gains or brings in this sector expertise to develop unit content. Are there links with the relevant Sector Skills Councils (SSCs), Standard Setting Bodies (SSBs) and other professional sector bodies? If appropriate, state whether there is a mechanism for cross-referencing to Basic and Key Skills/Essential Skills.

### **Quality assurance: consistency and reliability in the internal design, development and approval process for units, programmes and frameworks**

An organisation seeking recognition must demonstrate that it has and will maintain rigorous quality assurance arrangements in relation to developing units in line with principles for assigning credit and these should include:

- a standardisation process which systematically monitors the consistency between units
- a process that evaluates the application of the quality assurance procedures and activity described in the previous sections.

All the above processes should be documented and have the relevant audit trails. These should be used to support regular self-assessment.

The Recognised Body must clearly demonstrate that any unit submitted to CQFW has been through a formal and recorded process of scrutiny that is independent of the originating person or team, and which forms part of the overall quality assurance processes.

Organisations must provide information in their submission about how monitoring and quality assurance arrangements are undertaken to ensure that the assigning of credit is applied in a consistent manner. The organisation should give consideration to the people chosen for this role in terms of their knowledge of the subject, principles of CQFW and the context(s) the unit is likely to be used in. The degree of independence of quality assurance personnel from developers is an issue which requires careful consideration by the organisation in order to ensure integrity within the assigning process.

There should be a senior member of staff with responsibility for overseeing the quality assurance procedures listed in this section and ensuring that the processes described in the other sections are applied.

There should be a designated postholder with a clear responsibility for ensuring that unit submission is accurate and ongoing links with CQFW recognition requirements are maintained.

### **Review processes**

The organisation seeking recognition must show evidence of:

- the review process, which is formally documented and has an audit trail that monitors the ongoing relevance of units/frameworks in relation to sectoral and learning contexts, and their ongoing rationale
- sustainability of this review process – so that it is embedded in the organisation's self-assessment processes.