



SKILLS EMPOWERMENT TRAINING SOLUTIONS SETS FAIR ACCESS AND ASSESSMENT POLICY

Skills Empowerment Training Solutions Limited is committed to making the centre accessible to learners who may be challenged in any form. The Initial Assessment Resourcing Profile enables the learner supply necessary information about any special needs that need to be considered.

Students with learning difficulties and disabilities are fully supported to achieve their learning goals. The centre is willing to make reasonable adjustments as may be needed.

Candidates who may need to be considered for special assessment arrangements:

Candidates who have –

A permanent physical or mental ailment.

- Extra time for exams or assessments
- Rest breaks during an exam or assessment
- Specifically prepared papers on coloured paper or with enlarged print
- An interpreter of British Sign Language

Skills Empowerment Training Solutions Limited site is also accessible to learners with mobility challenges and can accommodate the use of wheel chairs.

Skills Empowerment Training Solutions Limited also undertakes to provide assessment of all courses offered in accordance with the principles of assessment i.e. valid, reliable, flexible and fair and in accordance with principles of equality and diversity.

All staff involved in the assessment procedure must undergo training in Equal Opportunities.

All learners will be informed of Skills Empowerment Training Solutions Limited assessment policy and procedure during induction. They will also be informed of the Assessment guidelines provided by the relevant awarding body.

Student assessment may take different forms and will be conducted by a Qualified Assessor.



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Each unit assessment must be planned in advance and agreed between Assessor and Candidate and any changes should be agreed by both parties accordingly.

Assessment practice will be monitored through assessor induction, observation of assessors in the workplace and standardisation meetings.

The internal moderator will be responsible for verifying the assessment strategy and the assessment tasks at the **design stage** to ensure that the **principles of assessment** have been adhered to.

All our products and services will ensure fair assessment for all learners

The language we use in our materials is clear, free from bias and appropriate to the target group.

It is the commitment of the Skills Empowerment Training Solutions Limited to be fair in its assessment of its learners. In keeping with this policy Skills Empowerment Training Solutions Limited will provide its students information on appeal mechanism where a student thinks assessment judgement is unfair.



SETS