

Assessment and Certification Policy

1. Purpose

Safe Skills Training Ltd ensures that assessment decisions and certification are fair, valid, reliable, and consistent.

This policy explains:

- How assessment is planned and conducted
- How evidence is gathered and judged
- How reasonable adjustments are applied
- How results are recorded and certificates issued
- How concerns (appeals, complaints, malpractice) are handled

2. Scope

This policy applies to:

- The Director/Lead Educator
- Employees (current or future)
- Associates and subcontractors involved in assessment and/or certification administration

It applies to:

- Any course where assessment and/or competency sign-off is required
- Any course where Safe Skills Training Ltd issues certificates of attendance and/or competence documentation

3. Principles

Safe Skills Training Ltd applies the following principles:

- **Fairness and inclusion:** assessment is accessible and non-discriminatory.
- **Validity:** assessment measures the intended knowledge/skills.
- **Reliability:** decisions are consistent across learners and assessors.
- **Transparency:** learners understand requirements and how decisions are made.
- **Integrity:** malpractice/maladministration is prevented and addressed.
- **Security:** records and certificates are controlled and traceable.

4. Roles and responsibilities

4.1 Director/Lead Educator

Responsible for:

- Approving assessment methods and criteria
- Ensuring assessors work within competence and authorisation
- Overseeing reasonable adjustments and fairness
- Ensuring Internal Quality Assurance (IQA) is applied
- Authorising certificate templates and controls
- Making final decisions where escalation is required

4.2 Assessors/trainers

Responsible for:

- Explaining assessment requirements to learners
- Applying criteria consistently
- Collecting and recording evidence accurately
- Implementing agreed reasonable adjustments
- Reporting concerns (malpractice, safety, safeguarding, data)

4.3 Internal Quality Assurance (IQA)

Responsible for:

- Sampling assessment decisions and records
- Identifying trends and non-conformances
- Supporting standardisation and improvement

While Safe Skills Training Ltd is a solo operation, the Director/Lead Educator undertakes the IQA role, using proportionate checks and evidence.

5. Assessment planning and learner information

5.1 Assessment information

Before or at the start of training (as appropriate), learners are informed of:

- What will be assessed
- The assessment method(s)
- The expected standard/criteria
- Any required underpinning knowledge

- How outcomes will be recorded
- What happens if the standard is not met
- How to raise concerns (complaints/appeals)

5.2 Assessment criteria

Assessment criteria are:

- Based on the course requirements and intended learning outcomes
- Clear, observable, and measurable where practical skills are assessed
- Applied consistently across learners

6. Reasonable adjustments and access to fair assessment

Safe Skills Training Ltd supports reasonable adjustments in line with:

- Equality, Diversity and Inclusion (EDI) Policy
- Access to Fair Assessment Policy

Adjustments:

- Are agreed as early as possible
- Do not compromise the standard being assessed
- Are recorded appropriately and confidentially

7. Assessment methods

Assessment methods may include (as applicable):

- Observation of practical performance
- Questioning (oral or written) to confirm understanding
- Scenario-based discussion
- Review of learner workbook/documentation
- Competency sign-off against defined criteria

Assessment is conducted in a way that:

- Prioritises safety
- Respects dignity and privacy
- Minimises unnecessary stress

8. Authenticity, identity, and attendance

Safe Skills Training Ltd takes reasonable steps to ensure that:

- The learner undertaking assessment is the learner recorded on the register
- Attendance requirements are met
- Evidence recorded relates to the learners own performance

Controls may include:

- Register checks during the session
- Direct observation by the trainer/assessor
- Confirmation of identity where required

9. Assessment decisions and outcomes

9.1 Decision-making

Assessors must:

- Judge evidence against the stated criteria
- Record outcomes promptly and accurately
- Provide clear feedback to learners

9.2 Outcomes

Outcomes may include:

- **Competent / achieved** (meets the required standard)
- **Not yet competent** (requires further practice and reassessment)
- **Referred** (requires additional evidence, time, or escalation)

9.3 Feedback

Feedback is:

- Constructive and respectful
- Focused on criteria and safe practice
- Provided in a way that supports improvement

10. Reassessment, remediation, and additional support

Where a learner is not yet competent:

- The assessor provides guidance on gaps and next steps
- Additional coaching/practice is offered where practicable
- Reassessment is arranged where appropriate

Where competence cannot be achieved safely within the session:

- The learner is advised of next steps (e.g., further training, supervised practice, employer support)
- The client/employer may be informed where appropriate and lawful, and with due regard to confidentiality

11. Internal Quality Assurance (IQA) and standardisation

Safe Skills Training Ltd applies IQA in line with the IQA Policy.

IQA activities may include:

- Sampling assessment records and decisions
- Reviewing feedback and learner outcomes
- Observing delivery/assessment (in person or proportionate methods)
- Identifying improvement actions and standardisation needs

12. Certification

12.1 Types of certification

Safe Skills Training Ltd may issue:

- **Certificates of attendance** (where attendance is the requirement)
- **Certificates of achievement/competence** (where competence is assessed and evidenced)
- **Competency documentation/sign-off** within workbooks or separate forms (where applicable)

12.2 Conditions for issuing certificates

Certificates are issued only when:

- Attendance requirements are met
- Assessment requirements (where applicable) are met
- Required records are complete and accurate
- Any identified malpractice concerns have been resolved

12.3 Timescales

Certificates are normally issued within **10 working days** of course delivery, in line with the Customer Charter, unless there is a justified reason for delay (e.g., missing information, unresolved assessment query).

12.4 Certificate controls

Safe Skills Training Ltd maintains controls to support traceability, including:

- Unique identifiers or controlled numbering (where used)
- Secure storage of templates
- Secure issuing process
- Records of what was issued, to whom, and when

13. Withholding, amending, or withdrawing certification

Safe Skills Training Ltd may withhold, amend, or withdraw certification where:

- Evidence shows the required standard was not met
- Records are incomplete or inaccurate
- Malpractice or maladministration is suspected or confirmed
- Identity/attendance cannot be confirmed

Where action is taken:

- The reason is recorded
- The learner/client is informed appropriately
- Any replacement certificate is controlled and recorded

14. Malpractice, maladministration, complaints, and appeals

14.1 Malpractice and maladministration

Concerns are managed in line with the Malpractice and Maladministration Policy.

14.2 Complaints

Service complaints are managed in line with the Complaints Policy.

14.3 Appeals

Assessment decisions may be appealed in line with the Appeals Policy.

15. Records management and data protection

Assessment and certification records are managed in line with:

- Candidate Records Keeping Policy
- Data Protection Policy
- Information Security Policy

Records are stored securely and retained for the defined retention period.

16. Review and version control

- **Policy owner:** Director/Lead Educator
- **Review frequency:** Annually, or sooner if assessment methods, requirements, or risks change

Version control

Version	Date	Summary of changes
1.0	19/04/2026	First issue

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