

SFEDI[®]AWARDS

Standardisation Policy

Version 2.1

POLICIES AND PROCEDURES

This version of the policy replaces all previous versions. This policy is subject to regular reviews and is maintained electronically by its owners. Electronic copies are version controlled; printed copies are not subject to this control.

Version History

Version	Month/ Year	Section Updated	Description	Reviewed By	Signed off By
2.0	January 2023	All	Multiple changes due to annual review	N Preston	R Lowbridge
2.1	September 2025	Standardisation	Enhanced breakdown of stages Enhanced centre standardisation requirements New format layout	Quality Team	R Lowbridge

About this policy

This policy outlines SFEDI Awards arrangements for standardisation. SFEDI Awards has a responsibility to protect the interests of learners completing our qualifications to ensure that all centres deliver qualifications in accordance with our requirements and standards which are regulated by Ofqual, SQAA and Qualifications Wales.

Standardisation

Standardisation supports the quality and consistency in the delivery and certification of SFEDI Awards qualifications and operations. It helps to ensure that decisions made, whether at Centre level or by SFEDI Awards through ongoing quality assurance activities ensures the interpretation of qualification requirements is consistent across the network of delivery Centres.

It also supports the continual professional development of individuals in their delivery, assessment and quality assurance practices.

It is a series of activities that ensures all involved in the development, delivery, assessment, quality assurance or management of qualification provision works to the same aim and outcomes and those they support receive the same level of service.

Standardisation happens at all stages:

- Approval of an organisation to operate as a SFEDI Awards Centre where assessment methodology and the ability of an organisation to meet management, delivery, assessment and quality assurance requirements is checked and approved from the outset
- Ongoing monitoring of active Centres is carried out through quality assurance checks twice a year. Additional checks may be carried out if required, to ensure continued compliance of the Centre to SFEDI Awards requirements. Inactive centres have a quality assurance check once a year to ensure their staff and procedures are still compliant. Failure to supply the required documents will result in suspension of their Centre status.
- Re-approval activities where an organisation wishes to reapprove as a SFEDI Awards Centre
- EQA standardisation activities conducted a minimum of annually to ensure all EQA's are working to the standard across subjects and levels. These are controlled activities using pre-selected cases that contain known issues to ascertain whether EQAs will correctly identify, accurately report and make the correct DCS and Centre risk recommendations.

In addition to this, Centres are required to conduct standardisation activities at Centre level where they should, as a minimum:

- Update on changes in the requirements as a SFEDI Awards Centre
- Update on changes in the requirements of particular qualifications
- Update on any findings from approval, re-approval, monitoring and/or external quality assurance activities conducted by SFEDI Awards
- Review of SFEDI Awards Malpractice and Maladministration policy to ensure Centres understand the requirements and can implement the necessary procedures needed to identify reports of malpractice and maladministration

- Ensure all staff and learners are aware of the content of Centre policies including but not limited to Malpractice and Maladministration, Complaints, and Appeals. Including the route to reporting any suspected cases internally and escalation if unhappy with the outcome
- Review Sanctions Policy to ensure Centres understand the action which SFEDI Awards will implement if the Centre does not follow quality assurance processes
- Support the reaching of an assessment and/or quality assurance decision as to the quality of a candidate's work and where discussions with one or more persons could support a decision being made
- Review example training materials/practices
- Exercises using real learners' evidence to be used in order to standardise the assessment decision process
- Review assessment practices, e.g. induction, planning, judgement of evidence, feedback, ongoing signposting
- Review quality assurance practices, e.g. planning, sampling, feedback

This should be formally recorded for review as part of the ongoing quality assurance activities conducted by SFEDI Awards in the format of minutes of meetings and examples of the activities conducted where appropriate.

EQA Standardisation Process

SFEDI Awards conducts annual EQA standardisation training to gain assurance that EQAs are correctly identifying issues such as incorrect Centre marking. These standardisation activities include:

- **Annual standardisation training** using controlled activities with pre-selected cases containing known issues
- **Assessment of EQA competency** in identifying, accurately reporting and making correct DCS and Centre risk recommendations
- **Standardisation of reporting procedures** to ensure consistent application of policies across all EQAs
- **Review of EQA feedback processes** to ensure Centres receive consistent guidance on policy compliance

Records of these standardisation activities and their outcomes are maintained for quality assurance purposes.

Review Arrangements

We will review this policy as part of our annual self-evaluation arrangements and revise it as and when necessary in response to customer and learner feedback, changes in our practices, actions from the regulatory authorities or external agencies, changes in legislation, or trends identified from previous allegations.

In addition, this policy may be updated considering operational feedback to ensure our arrangements for dealing with sanctions remain effective.

If you would like to feedback any views, please contact us via the details provided at the end of this policy.

Other relate Polices and Documents

- Malpractice and Maladministration Policy
- Quality Assurance Policy
- Appeals Policy
- Complaints Policy
- Sanctions Policy

Contact Us:

If you have any questions about the content of this policy, please contact our customer service department.

SFEDI Awards, 19 Victoria Road, Darlington, County Durham, DL1 5SF

Customerservices@sfedi.co.uk

01325 468017