

# Standardisation Policy

V2.0

## Introduction

This is version two of the Standardisation Policy and replaces all previous versions. This document is subject to regular revision and maintained electronically by its owner. Electronic copies are version controlled. Printed copies are not subject to this control.

## Change History

Change history to V2.0

Date	Section	Change	Reviewed by	Signed off By
January 2023	All	Multiple changes due to annual review	N Preston	R Lowbridge

## 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 Centre activities through quality assurance activities conducted, as a minimum, twice a year unless required to ensure continued compliance of the Centre to SFEDI Awards Centre and qualification requirements
- Re-approval activities where an organisation wishes to reapprove as a SFEDI Awards Centre
- Subject standardisation activities carried out by SFEDI Awards where relevant members of the Centre network are invited to take part in standardisation activities related to a particular subject and/or qualification(s)
- EQA standardisation activities conducted to ensure all EQA's are working to the standard across subjects and levels.

The relevant policies, for example the Quality Monitoring Policy, sets out the process for conducting these activities and how the output is standardised internally within SFEDI Awards and including external organisations and/or individuals.

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
- Support the reaching or 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
- Review examples of candidate work
- 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.

## Contact Us

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

SFEDI Awards, 19 Victoria Road, Darlington DL1 5SF

[customerservices@sfediawards.com](mailto:customerservices@sfediawards.com)

0845 224 5928

@sfediawards