

Administration of Vocational Courses Procedure

OWNED BY:		VP Student Journey and Support				
DATE OF LAST REVIEW		June 2022				
PLANNED NEXT REVIEW:		June 2024				
APPROVAL:		Leadership				
APPLIES TO:	Staff	✓	Student		Public	

1. Introduction

We need auditable systems for managing the internal verification of both assignment briefs and assessed work for vocational courses across the College.

Any system should be in an accessible location in case of staff illness or other unexpected absence. This means that the college expects all records to be created and updated electronically.

Each course has a designated lead who is responsible for course records. In some, but not all, cases, they may hold an RA for this role.

2. Administration of Vocational Records

- a) Internal verification records for assignments and assessments must be stored electronically.
- b) These records should be located in an area accessible by all appropriate staff, including the relevant Head of Faculty and VP Quality and Standards.
- c) Clear and timely information concerning the location of these records should be given to all relevant staff.
- d) These records should be updated as often as possible in order to constitute a live record.
- e) These records should be accessible at short notice for departmental, thematic, External Verification and OFSTED inspections.
- f) Staff should submit assignments for verification by email to the internal verifier.

3. Who this Policy is for

All staff involved in the delivery of vocational courses.