

ASDAN Quality Assurance Policy and Procedure

Policy Owner – Responsible Officer

Review History	
V1	August 2026
Next Review	August 2028

1. Purpose

1.1 This document applies to all ASDAN courses and qualifications.

1.2 ASDAN's qualifications are regulated by Ofqual (England and international), CCEA (Northern Ireland) and Qualifications Wales (Wales).

1.3 This policy supports ASDAN's obligations under the General Conditions of Recognition (Ofqual and CCEA) and the Standard Conditions of Recognition (Qualifications Wales).

1.4 This document is for the attention of:

- Prospective ASDAN centres
- ASDAN trustees, staff and associate staff
- ASDAN centres, centre staff (including tutors, assessors, quality assurance staff and managers)
- ASDAN's regulators: Ofqual, CCEA, Qualifications Wales
- Other stakeholders

2. Policy

2.1 This document gives an overview of the types of quality assurance activities that ASDAN undertakes when onboarding centres, approving them for delivery of courses and the ongoing monitoring. For regulated qualifications, these activities support ASDAN's approach to Centre Assessment Standards Scrutiny (CASS), where applicable.

2.2 ASDAN takes a risk-based approach with regards to onboarding and monitoring centres, ensuring that ASDAN centres have sufficient and appropriate competence to deliver, assess and quality assure ASDAN courses.

2.3. Once approved, centres will be monitored, the frequency of which depends on the level of risk determined by ASDAN. This risk rating is calculated by ASDAN, based on information we hold about the centre and based on the courses or qualifications that the centre is delivering. This monitoring can involve selecting centres for quality assurance review, additional sampling activities or moderation. It can sometimes involve requests for on-site visits to centres.

2.4. The quality assurance activities outlined in this document are:

- Membership application – centre approval and course approval
- Quality assurance (QA) reviews
- EQA sampling activities (for VTQs)
- Moderations (for project qualifications)
- Moderations for Personal Development (PDP) and Preparing for Adulthood (PfA) programmes
- CPD sessions for My Independence (MI)
- Lifeskills Challenge quality checks

3. Procedure

3.1 Membership Application

3.1.1. The ASDAN membership application process comprises two quality assurance activities: centre approval and course approval. While the requirements for each are different, both are captured within a single application form.

3.1.2. Centre Approval

- New ASDAN members are required to complete a centre approval process. This ensures that centres are able to deliver ASDAN courses in accordance with ASDAN and regulatory requirements, and have the appropriate staff, resources, systems and procedures in place to assess learners fairly, safely and securely.
- Centres will be asked to complete an application form which, once complete, is submitted along with key policy documents to the Quality team for review.
- Documentation provided with the application will be reviewed by a Quality Assurer (QA) who may identify amendments that need to be made or request additional information to support the application.
- All required actions in connection with a membership application must be completed within six months of the date on which the application is submitted. Failure to complete the required actions within this timeframe will result in the cancellation of the application. If the centre wishes to proceed with the application thereafter, it will be required to restart the application process.
- All policies should contain a review date and be updated regularly – please see the Centre Policy and Procedure guide for more detail. This is available on the ASDAN website.

3.1.3. Requirements for Centre Approval

- A minimum of two named centre contacts
- Organisational chart
- Procedure for dealing with complaints
- Health and safety policy or statement
- Safeguarding policy or statement (or equivalent Protection from Sexual Exploitation,
- Abuse and Harassment (PSEAH) policy if international)
- Equality, Diversity and Inclusion (EDI) policy or statement (or equivalent DEI or DEIB if international)
- Conflict of interest policy and procedure

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- UK GDPR policy or statement (or equivalent data/personal information protection policy if international)

3.1.4. Once all requirements for centre approval have been met, the centre will be notified of its approval. If there are any outstanding actions relating to course approval (see below), the centre will be advised of the next steps. Please note that all requirements must be fully met before the centre can gain approval and access the website members area, products and services. Centre approval and continued approval are also subject to the ASDAN Centre Agreement and relevant centre requirements.

3.1.5. Course Approval

- The course approval process usually occurs alongside centre approval but can be requested by existing ASDAN members who wish to apply for approval to deliver another ASDAN course or qualification for the first time.
- Information and/or documentation provided at the point of centre approval will be reviewed. ASDAN will also consider outcomes of other recent quality assurance activities (where approval is requested by an existing member).
- If any additional details are required, the centre will receive an email outlining their required actions. All actions must be completed within six months of submission of the course approval application.
- Failure to complete the required actions within this timeframe will result in the cancellation of the application. If the centre wishes to proceed with the application thereafter, it will be required to restart the application process.
- In some cases, centres already delivering ASDAN courses at a similar level or size, will be able to gain approval without additional actions.

3.1.6. Centres who wish to deliver the following courses will need to supply additional information and/or documentation if they are new to ASDAN or haven't delivered similar courses recently -

Non-regulated courses -

- Personal Development Programmes (PDP)
- Preparing for Adulthood Programmes (PfA)
- My Independence (MI)

Regulated Vocational and Technical Qualifications (VTQs)-

- Personal Effectiveness Qualifications (PEQ)
- Employability (EmpQ)

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- Personal Progress (PP)
- Personal and Social Development (PSD)

Regulated Project Qualifications –

- Level 1 Foundation Project Qualification (FPQ)
- Level 2 Higher Project Qualification (HPQ)
- Level 3 Extended Project Qualification (EPQ)

3.1.7. Additional requirements for approval of Personal Development Programmes (PDP), Preparing for Adulthood (PfA), My Independence (MI) and all regulated qualifications

- Procedure for internal quality assurance (IQA)
- Malpractice and maladministration policy
- Appeals policy
- Access to fair assessment statement or policy
- Procedure for course evaluation
- Staff CVs or pen portraits demonstrating previous experience in delivering, assessing or quality assuring similar courses or qualifications
- Details of how you will meet the expected length of delivery of the course or Guided Learning Hours (GLH) of the qualification
- Confirmation that you have read and understood ASDAN Assessment Planning Guidance

3.1.8. Policies or procedures detailed in 3.1.7. will be reviewed by a Quality Assurer (QA) who may set actions for amendments to be made or additional information to be supplied. Please see ASDAN's Centre Policy and Procedure Guide for further details on the specific requirements for these documents.

3.1.9. Centres wishing to deliver any ASDAN courses not listed above may do so without providing any additional documentation beyond that submitted as part of the centre approval process. However, ASDAN reserves the right to request additional information from approved centres at any time to meet its ongoing regulatory requirements and to ensure that centres remain competent and appropriately equipped to deliver ASDAN courses and qualifications.

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3.2 Quality Assurance (QA) Reviews

3.2.1. QA reviews are a monitoring activity, aligned with centre approval. ASDAN will select centres, using a risk-based approach, to provide details on people, policy and processes at the centre. The delivery of ASDAN courses and qualifications will be reviewed. QA reviews may be used for regulated qualifications and other ASDAN courses as part of ASDAN's wider quality assurance approach.

3.2.2. QA reviews typically take place each year between October and March. However, QA reviews can be triggered following an incident or other quality assurance activity at any point in the year where ASDAN has grounds to conduct one. Please see ASDAN Sanctions Policy for further details.

3.2.3. Centres may be selected for periodic QA review in line with ASDAN's risk-based monitoring arrangements. QA reviews complement the qualification-specific sampling and moderation activities undertaken as part of ASDAN's Centre Assessment Standards Scrutiny arrangements.

3.2.4. The process is managed by the ASDAN Quality Team with the following steps to the process:

- Centres will be contacted by ASDAN to be made aware that they have been selected for QA review and will be invited to schedule an online meeting at a mutually convenient time.
- Once the date is agreed, a planner containing a list of requirements will be sent to the centre.
- Policies or procedures detailed in the QA review planner will be provided to the Quality Assurer (QA) up to five working days before the meeting.
- The meeting will last up to one hour and will be conducted with a Quality Assurer (QA), who will either be a member of the ASDAN Quality Team or an External Quality Assurer working on behalf of ASDAN.
- The meeting is designed to provide a supportive approach to quality assurance, helping the centre to ensure that all relevant documentation and evidence is in place to demonstrate competency and maintain its ongoing approval to deliver ASDAN courses and qualifications.
- If the need for further discussion or support is identified during the meeting, this will be signposted or arranged following the meeting. For example, this may include a curriculum consultation with one of our Education Development Partners (EDPs).
- The QA may set actions for amendments to be made to some of the documents provided, or for additional information to be supplied following the meeting.
- All actions must be completed by the date agreed between the centre and the QA during the QA review meeting.
- Failure to complete actions within agreed timescales may result in sanctions for the centre. See ASDAN sanctions policy for further information.

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- The outcome of the QA review will be communicated with the centre. Provided all the requirements have been met and there are no outstanding concerns, the centre risk rating will be updated. This will have an impact on the frequency of future monitoring activities.

3.3. EQA sampling activities for ASDAN Vocational and Technical Qualifications (VTQs)

3.3.1. External quality assurance (EQA) sampling activities (formerly referred to as moderations), for ASDAN regulated VTQs, must be booked, on request, by centres at the point when they are ready to submit learners for certification. This can be part way through delivery of a qualification (interim sampling), where learners have completed at least one unit of a qualification, or at the end of a qualification.

3.3.2. When a centre requests an EQA sampling activity, it must provide the date when the learners' work is expected to be ready for sampling. Learners' work must be assessed and internally quality assured before it is submitted. Please see ASDAN's Registration and Certification policy for further information, or refer to the course specific page on the website.

3.3.3. The process is managed by the ASDAN Quality Team following the steps detailed below:

- Centre requests an EQA sampling activity for a date in the future when their learners will be ready to submit completed units (typically May-July for UK schools)
- ASDAN confirm the request and allocate an external quality assurer (EQA) to the activity
- Centres must confirm learners and units to be submitted up to four weeks prior to the EQA sampling activity date
- ASDAN requests a sample of learners and units from within the cohort. For smaller cohorts, this can mean all learners are selected for sampling.
- Centres must provide the requested sample of portfolios to the allocated external quality assurer (EQA) five working days prior to the sampling activity taking place. Samples can be submitted either digitally or via post.
- Failure to confirm units or provide a sample by the deadlines can result in the cancellation of an EQA activity.
- ASDAN aims to conduct the sampling activity as close as possible to the agreed sampling date and within five working days of receiving the sample.
- A feedback report is provided to the centre along with the learners' outcomes whether the standards have been met, partially met or not met for the cohort.
- Feedback given in the report is designed to support continued, effective and competent delivery.

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- Work is not re-assessed by ASDAN. Portfolios are sampled along with associated assessment and internal quality assurance evidence to check that the centre has effective processes in place for assessment and IQA.
- Centres are urged to address feedback and undertake any required actions before the next sampling activity.
- Outcomes of EQA sampling activities have an impact on centre risk rating and frequency of future monitoring activities.
- Where assessment or internal quality assurance does not meet the required standards, ASDAN may require appropriate corrective action before certification and/or future submissions. If concerns are raised during an EQA sampling activity, this can lead to malpractice and maladministration investigations and/or sanctions.
- Please see the relevant ASDAN policies in the associated documentation section for further information.

3.4. Moderations for ASDAN Project Qualifications (FPQ, HPQ and EPQ)

3.4.1. ASDAN Project Qualifications are bound by project conditions issued by Ofqual. They are General Qualifications and therefore have different moderation processes to our VTQs.

3.4.2. For information on how ASDAN Level 1 Foundation Project Qualification (FPQ), ASDAN Level 2 Higher Project Qualification (HPQ) and ASDAN Level 3 Extended Project Qualification (EPQ) are moderated, please see relevant guidance available within the qualification specifications and resources available on the ASDAN website.

3.4.3. Centres delivering ASDAN project qualifications will register learners, submit marks, provide samples and receive results and certificates on set dates for each series. Please review the Project Qualifications Key Dates document, available on the course pages of the ASDAN website for more information.

3.4.4. Outcomes of moderations for each exam series will have an impact on centre risk rating and, therefore, the frequency of future monitoring activities.

3.4.5. If any concerns are identified during moderation, this can lead to malpractice and maladministration investigations and/or sanctions.

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3.4.6. Please see the relevant ASDAN policies in the associated documentation section for further information.

3.5. Quality Assurance processes for ASDAN non-regulated courses

3.5.1. ASDAN quality assurance processes for non-regulated courses differ from course to course. Current arrangements are outlined below and may be updated over time; centres should also refer to the relevant course guidance on the ASDAN website.

3.5.2. The following ASDAN courses will have their current QA processes outlined below:

- Personal Development Programmes (PDP)
- Preparing for Adulthood Programmes (PfA)
- My Independence (MI)
- Lifeskills Challenge

3.5.3. Moderations for Personal Development (PDP) and Preparing for Adulthood (PfA) Programmes

- These activities are currently a series of organised meetings, held by ASDAN. Meetings are in person, termly, at a range of locations advertised on the ASDAN website. Postal moderations are also available for an additional fee.
- Centres wanting to submit their learners for certification book onto a meeting. A sample of learners are selected by ASDAN and centres attend in person with the required sample of completed portfolios.
- During the meeting, the ASDAN Education Development Partner (EDP) and attendees look to ensure that mandatory elements of the course have been completed, Internal Quality Assurance (IQA) records are included and that the evidence meets the challenge description.
- The meetings are a supportive, best-practice sharing opportunity where peers can review each other's portfolios and provide feedback. Portfolios are also reviewed by an EDP, who makes the final decision on the outcomes.
- For centres choosing to submit postally, the same process applies. However, sampled learner portfolios are sent to the EDP who has been assigned the moderation and there is no in-person meeting held.
- The process is different for international centres: digital moderations are requested by centres and undertaken by ASDAN staff without an in-person meeting.
- The potential outcomes of moderation are as follows:

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- Standards met
- Standards partially met
- Standards not met
- Certification can take place if outcomes are met or partially met although actions may be set that must be addressed prior to the next submission. For moderations where standards are not met, centres will have the opportunity to resubmit.
- Supportive feedback is provided to centres to strengthen and improve continued delivery of ASDAN courses and to learners, to congratulate them on their effort.

3.5.4. Continuing Professional Development (CPD) meetings for My Independence (MI)

- These activities are currently delivered as a series of organised meetings led by an ASDAN EDP. Meetings take place online each term and are advertised through the ASDAN website.
- Centres wanting to submit their learners for course certification must book onto a My Independence CPD meeting. Centres select a sample of learners and attend the online meeting with the required learner evidence and portfolios.
- The meetings provide a supportive opportunity for centres to share practice and receive feedback.
- An EDP leading the meeting reviews the portfolios and makes the final decision on the outcome.
- During the meeting, EDPs and centres work together to ensure that all mandatory elements of the course have been completed, Internal Quality Assurance (IQA) records are included, and the evidence meets the requirements of the relevant challenges.
- The outcome of the CPD meeting will confirm whether the required standards have been met, partially met or not met.
 - Where the standards have been met, the centre will receive an endorsement following the meeting. This will allow them to claim full course certification for that academic year through their active cohort.
 - Where standards have been partially met, actions may be identified for the centre to address before their next submission.
 - Where standards have not been met, the centre will have the opportunity to address the identified areas and resubmit.
- Supportive feedback is provided throughout the process to help centres strengthen their practice and support the continued effective delivery of ASDAN courses.

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3.5.5. Lifeskills Challenge (LSC) Quality Assurance (QA) Checks

- Centres wishing to submit their learners for certification for the first time, book an initial Lifeskills challenge Quality Assurance (QA) check with an EDP. The centre provides the allocated EDP with a list of learner names and the challenges they have completed. The EDP then selects a sample of learners and evidence for the QA check.
- Centres have a number of options for sharing the selected learner evidence. They can book an online meeting with the allocated EDP to showcase learner work or provide the portfolios digitally.
- The QA checks provide a supportive opportunity for centres to share practice and receive feedback. The EDP reviews the selected portfolios of evidence, using the method chosen by the centre, and makes the final decision on the outcome.
- During the QA check, the EDP ensures that all mandatory elements of the course have been completed, Internal Quality Assurance (IQA) records are included, and the evidence meets the requirements of the relevant challenge descriptions.
- The outcome of the LSC QA check will confirm whether the required standards have been met, partially met or not met.
 - Where the standards have been met, feedback will be provided to the centre and the successful outcome will be recorded on the LSC portal. The centre will also receive confirmation by email.
 - Where standards have been partially met, actions may be identified for the centre to address and a follow up meeting planned.
 - Where standards have not been met, the centre will have the opportunity to address the identified areas and resubmit via another LSC QA check meeting.
- Once a successful outcome has been recorded, the centre can claim certificates for the relevant learners through the LSC portal and future cohorts thereafter.
- Supportive feedback is provided throughout the process to help centres strengthen their practice and support the continued effective delivery of ASDAN courses.

4. Associated Documentation

- Registration and Certification Policy
- Centre Policy and Procedure Guide
- Malpractice and Maladministration Policy and Procedure
- Sanctions Policy
- Project Qualification Key Dates document
- Whistleblowing Policy