

Assessment, Record Keeping and Reporting Policy

Overview

Beacon Education Partnership Ltd will put into place effective strategies for assessment and record keeping providing a continuous record of learners' achievements and their progress. It will be kept to the minimum necessary to be fit for purpose. It will be the basis for passing on information from one stage to the next to make transition smooth. It will be used to keep employers informed of their staffs progress and achievement through both verbal dialogue and written reports. Employers and learners will be involved in the assessment, record keeping and reporting strategy at appropriate points.

Objectives

1. To chart the learner's progress and achievement throughout their course and to provide accurate information at points of transition.
2. To assess a learner's development and progress in work by recording his/her progress and achievements in knowledge, skills and understanding.
3. To be the basis of feedback to learners and to help them set individual targets for improvement.
4. To be the basis of clear and accurate reporting of progress and achievement to learners, employer, awarding bodies and auditors.
5. To promote the greater involvement of learners and employers in assessment and the teaching and learning process.
6. To assist in the diagnosis and identification of individual and special needs.
7. To ensure common practice throughout Beacon and to assist in the smooth transition to other provision.
8. To give the directors and other leaders a clear picture of standards, progress and achievement within the Beacon.

Strategies

1. Learners' work should be regularly monitored, evaluated and reviewed. They should be given clear feedback about their strengths and areas for development.
2. Staff should discuss learners' work with them and they should be informed about their progress and achievement. Fair and realistic targets for improvement should be agreed.
3. Recording should be of a positive nature and celebrate the achievements and progress made by learners.
4. Records should be clear, kept simple and easy to understand.
5. Records should include all statutory information.
6. Records should present a broadly based picture of the learner, involving all positive aspects of development.
7. Assessors/Trainers should involve learners and employers in assessment and recording as appropriate.
8. Assessment and record keeping must be kept manageable.
9. Reports should meet statutory requirements and give employers a clear and accurate picture of the learners' progress and achievement in all areas.

Outcomes

Assessment is not separate from, but an integral part of, all delivery plans and strategies for teaching and learning. Recording achievement recognizes not only the skills and knowledge in written form but also practical skills, social attitudes and personal qualities that represent the wider aims of education. This policy should be read in conjunction with the marking policy and reporting policy.