

ADDITIONAL SITES POLICY

Company Operations

ADO Services C.I.C

Incorporating River Valley AP

Version 1.4 ©2021-2022

Current Version Valid from 1st February 2022

Next Scheduled Review February 2023

Reviewed by the ADO Management Committee

2020-2021

1 Additional Sites Policy Overview

ADO is committed to providing quality sites to our learners throughout our qualifications and other products and services. This policy sets out those commitments and how we intend to offer these sites and maintain the standards expected from them.

The Additional Sites Policy is valid for the following services:

ADO Education – AP River Valley

2. Our Vision and Key Aims

Amongst our vision and key aims, ADO has a specific section that highlights a long term commitment to learner centred programmes.

“Our vision is to provide innovative, caring and supportive life experiences, work opportunities and learner centred programmes and activities for all ages and backgrounds.”

There are further sections that provide aims where we pursue a passion for providing support and education for all.

For delivery of qualifications, we work with Pearson. They are the UK's largest awarding body and are regulated by Ofqual (England), SQA Accreditation (Scotland), CCEA Accreditation (Northern Ireland) and Qualifications Wales (Wales). They offer academic and vocational qualifications that are globally recognised and benchmarked, with educational excellence rooted in names like Edexcel, BTEC, and LCCI.

Our regulatory policies are integral to our approach and articulate in a consistent way how we meet regulatory requirements. These policies are designed to support staff, commissioners and learners with the design, delivery and award of our qualifications and services.

3. Scope of Policy

This purpose of this policy is to;

- Clarify the requirements for ADO as a Pearson ‘approved centre’ which has more than one physical location.
- Ensure we understand Pearson’s requirements in relation to additional sites so that processes can be put in place to support centre operations.
- This policy refers to the delivery of all Pearson general, academic and vocational qualifications.

In addition, Pearson recognise that some approved centres that are employers and training providers will assess individual or small groups of learners in a variety of locations or branches of organisations, sometimes working with third parties. Where, by the nature of the employer or training provider's business, there is large scale operation at a variety of locations Pearson do not approve each location as an additional site. In these cases, one approved centre will be responsible for maintaining accurate, auditable records of the ;

- Name and location of each learner's site of assessment
- Resources at each site
- Mode of delivery at each site
- Learner's achievement.

This will allow Pearson to quality assure delivery and assessment for learners as appropriate. ADO does not yet come under this classification.

ADO provides two specific locations, but not limiting to, the main exam office at **126 Upper Wickham Lane, Welling, Kent** and our outdoor location at **19A Poets Corner Centre, Keats Road, Welling**.

This policy applies to the qualifications offered by us through Pearson, and to the related products and services provided by us through ADO Education.

4. Policy Statement

At ADO our approach is that as an approved learning centre, we shall ensure we work closely with Pearson to achieve the standards expected.

When Pearson grants approval for an organisation to deliver qualifications on its behalf, the organisation achieves the status of a Pearson 'approved centre'. ADO is a Pearson 'approved centre'. It is recognised that individual approved centres may operate from more than one geographical location. In order to quality assure delivery and assessment, Pearson requires visibility of the location of all learners, including those who are based overseas. Learners' certificates will always be printed with the name of the main approved centre only, which is the main exam centre.

5 Definitions

ADO is considered to be an approved centre. As an approved centre the organisation as such follows these definitions:

- A school, college, university or other educational establishment on a single site or,
- A school, college, university, training provider or other educational or training establishment occupying a range of buildings in close proximity
- A training provider delivering training and assessment across multiple locations, such as at employer premises
- An employer, undertaking training and assessment at a single site or at multiple sites that has been recognised by Pearson and granted approval to deliver, assess and register learners on Pearson general or vocational qualifications.

In addition ADO also qualify as an External Assessment and Examination Centre as follows;

- An external assessment or examination centre is a site that is approved and registered by one or more awarding organisation for the registration and entry of candidates to its examinations and/or external assessments.
- A Pearson approved centre may also be an external assessment or examination centre. It is the approved centre's responsibility to ensure that any external assessments of units and/or qualifications are conducted as per Pearson and JCQ requirements.
- When it is intended to conduct an examination for any candidates at an address other than the approved centre's registered address, (e.g. another building owned by the centre which is situated in a different location from the approved centre's address) then ADO must inform Pearson. Where necessary ADO must also inform the JCQ Inspection Service, using the JCQ Alternative Site form.

Finally, as we operate from at least two locations, an additional site is another location under the same ownership as the main site but which is physically separate from the main approved centre. An additional site may specialise in types of learning or assessment e.g. faculties or specialist campuses. For ADO the main site is Upper Wickham Lane and the additional site is Poet's Corner, the Outdoor Healthcare and Education Centre.

We also work closely with a nearby Pearson Centre, Wina Tutorials situated at **Hurst Community Centre, Hurst Road, Bexley, Kent**. Wina Tutorials allow us to transfer our students to their centre when we are unable to run examinations ourselves, which is on occasions such as when our setting is limited due to building developments.

6 Rules For Approval

To achieve these policies ADO will commit to the following steps;

As ADO delivers and assesses at more than one site under its ownership we are required to seek and obtain approval from Pearson before starting programme delivery and assessment at each and any additional site:

- Prior to approval, each additional site will be visited by a Pearson officer to confirm that all physical and human resources are in place, appropriate and sufficient.
- The main approved centre (Upper Wickham Lane) is responsible for the management, resourcing and quality of delivery and assessment at all additional sites. The Head of ADO must be accountable for the quality of delivery and assessment at all sites under the same ownership.

The additional site must be under the same ownership as the approved centre, which in the case of ADO is correct. The main approved centre remains responsible for learners registered at additional sites. ADO acknowledges that Pearson does not accept responsibility for learners linked to unapproved additional sites. It is the ADO's responsibility to maintain and store accurate records of individual learners to show learners' locations; achievement; the mode of delivery used. These records must be available for inspection during the Pearson quality assurance processes.

- The additional site will have the same name as the approved centre and will be identified by its location.
- Any additional site that is to be used for the conduct of external assessments or the storage of secure assessment materials must comply with the relevant Pearson requirements including, where appropriate, JCQ requirements.
- If an approved centre enters into an arrangement with a third-party provider, where that third party provider undertakes to deliver any aspect of a Pearson qualification to learners registered at the approved centre, then ADO must inform Pearson of what partnership agreements are to be negotiated. ADO remains responsible at all times for the delivery of the qualification(s) and for all learners registered at its centre, in accordance with Pearson's Terms & Conditions for approved centres. ADO must grant Pearson access to any delivery site if requested.

7 Additional Site Approval Process

ADO's listed additional sites on the original application for new centre approval and recognition form. If ADO grows and acquires new sites, the Head of ADO must complete the 'Additional Sites' form which is available from ADO's appointed Account Manager at Pearson.

8 Removal of Approval

ADO acknowledges that Pearson reserves the right to withdraw centre approval and/or approval for additional sites, if over the period of 2 years;

- Proven malpractice has occurred at main centre or the additional sites
- There is a breach of terms and conditions
- There is a loss of confidence in centre management
- Failure to recruit learners with integrity
- Continuous quality blocks that have not been resolved
- There are quality blocks across more than one programme
- There is failure to ensure authenticity of learner work
- No active learners for 2 years.

Further details may be found in Pearson's Policy for the removal of centre and programme approval.

9 Quality Assurance of Additional Sites

Pearson's main points of contact will be with the Head of Centre and the Quality Assurance Nominee. Escalation procedures also apply.

The Head of Centre is fully accountable for the delivery and assessment of all Pearson products and has overall responsibility for obtaining Pearson approval for additional sites. The Head of Centre is responsible for ensuring that Pearson is informed about activity at these additional sites, including;

- The process to make accurate registrations of learners at sites where delivery and assessment takes place
- The qualifications and experience of staff
- The physical resources
- The management of quality assurance
- Making available records, information or documents associated with the delivery and assessment at additional sites and allow Pearson and or any regulatory body or other relevant officials' access to additional sites, materials, records, and students-learners at additional sites.

This requirement applies even if the day-to-day management is devolved to the Manager of the additional site.

10 Quality Assurance of Vocational Qualifications at Additional Sites

Pearson will allocate sufficient and appropriate quality assurance resources to ensure rigorous quality assurance at all additional sites. The number of Standards Verifiers allocated and the time required for standards verification will be determined by the;

- Number of registrations
- Number of sites
- Location of sites
- Different levels of qualifications being delivered.
- Standards Verifiers will sample learners' work from all additional sites. The required standard must be met at all sites. A serious quality issue reported on by the Standards Verifier(s) at any site will block certificates for learners at all sites.

11. Review

All ADO policies and procedures follow ITIL guidelines to ensure version control, change control and release management of any documents. As a matter of policy, documents can be updated at any time to reflect changes to ADO procedures, legal changes, OFSTED directives or any other reason to ensure the policies and procedures are accurate and correct. This involves consultation with stakeholders, the ADO Management Committee and approval from the directors. All policies and procedures are reviewed at the very least on an annual basis. Regular communication through newsletters, social media, text systems and through our website within the ADO Library is part of our Release Management.

12 Contact

This document was produced by the ADO Operations team in partnership with Pearson. This version supersedes any previous versions and will be reviewed annually.

All correspondence with regard to this policy, or any other operational policy and procedure should be directed to the ADO Chief Operating Officer by e-mailing gmp@adoservices.co.uk or calling 0208 855 6778, requesting to speak to the Chief Operating Officer or in writing c/o Chief Operating Officer, ADO SERVICES C.I.C , Head Office, 126 Upper Wickham Lane, Welling, Kent DA16 3DP.