



NAFAS QUALITY ASSURANCE

PROCEDURE & GUIDELINES

AIMS

- To ensure that assessment is based on the 5 key conditions of sufficiency – authenticity, currency, reliability, and consistency through sampling a minimum of 25%
- To ensure that the records of assessment are accurate and fit for purpose
- To ensure the tutor understands the learning outcomes and assessment criteria
- To provide support to the tutor on the process of assessment and to ensure an adequate and efficient method of recording
- To identify development needs for tutors
- To enable delivery to all learners in line with the NAFAS Equality, Diversity, and Inclusion Policy

QUALIFICATIONS AND TRAINING

Area Quality Assessors:

NAFAS will provide training through their National Quality Assessors for Area Quality Assessment. This will be conducted on a regular basis and include refresher days.

Area Quality Assessors are not expected to undertake assessment within their own area of NAFAS, to maintain impartiality.

National Quality Assurers:

The level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice is the entry level to become a National Quality Assurer. This must be obtained outside NAFAS from a recognised awarding body, e.g., City & Guilds. The previous qualification of D34/35 and V1/V2 will be recognised.

National Quality Assurers are not to be tutors of the NAFAS courses, to maintain impartiality.

ROLES AND RESPONSIBILITIES

Overall quality management lies with NAFAS. Below are the key people in the QA process, their roles, and responsibilities.

<i>People/person</i>	<i>Roles and responsibilities</i>
Participants Learners	<p>To take responsibility for the collection, organisation, and presentation of their evidence for accreditation with the support of the tutor</p> <p>To be familiar with all relevant NAFAS policies and procedures on assessment – these can be found on www.nafas.org.uk</p>
Tutors	<p>To have the appropriate experience and background knowledge to facilitate the programme</p> <p>To be familiar with the structure and requirements of the NAFAS Individual Courses in Floral Art and Design</p> <p>To take account of the recommendations from previous assessment reports and annual reports and formulate appropriate action plans</p> <p>To negotiate and deliver the programme providing appropriate learning opportunities and tutorial support</p> <p>To enable the participants to become familiar with the learning outcomes and assessment criteria</p> <p>To carry out the assessment process, actively involving the learners wherever possible, in judging whether the evidence provided meets the learning outcomes and assessment criteria</p> <p>To provide clear and comprehensive records of the assessment process and tracking sheets of criteria achieved by each learner in accordance with NAFAS policies</p> <p>To provide clear and constructive feedback on the assessment process to learners</p> <p>To ensure that their practice meets NAFAS standards</p> <p>To facilitate assessment on request from the Area Quality Assurer (AQA) and to collate learners' digital files as requested by the National Quality Assurer (NQA) for onward transmission to the Education Administrator at Nafas Head Office from where it can be accessed by the NQA.</p> <p>To be familiar with all relevant NAFAS policies and procedures on assessment – these can be found on www.nafas.org.uk</p>

<p>Area Quality Assurer (AQA)</p>	<p>To provide support to the centre, area or independent tutor on the process of assessment</p> <p>To ensure the centre, area or independent tutor understands the learning outcomes and assessment criteria</p> <p>To ensure consistency in the interpretation of the assessment criteria and award of credit by viewing student work</p> <p>To ensure that assessment decisions are based on the 5 key conditions of sufficiency, authenticity, currency, reliability, and consistency through sampling a minimum of 25% or 5 learners</p> <p>To provide feedback to the centre, area, or independent tutor on the process of assessment</p> <p>To ensure that the records of assessment and verification are accurate and fit for purpose.</p> <p>To check Register, Tracking Documents, Risk Assessment, Insurance Certificates, Scheme of work and Lesson plans</p> <p>To sign accreditation paperwork when the internal assessment process has been completed</p> <p>To liaise with the Course Consultant on matters pertinent to National assessment</p> <p>To identify development needs for tutors</p> <p>To ensure that the Equality, Diversity, and Inclusion Policy has been followed</p> <p>To ensure Complaints procedures have been followed</p> <p>To ensure that the Health and Safety Policies have been implemented</p> <p>Ensure venue is supplied with domestic offices – toilets, water, and enough space for the number of participants.</p> <p>One physical visit required, further assessment can be done by email or via zoom, provided the initial assessment was satisfactory.</p> <p>To be familiar with all relevant NAFAS policies and procedures on assessment – these can be found on www.nafas.org.uk</p>
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<p>National Quality Assurer (NQA)</p>	<p>NAFAS Course Consultant will provide a lead networking between the Area and National Quality Assurers.</p> <p>The National Quality Assurer role will be carried out via email where possible. This will be facilitated via the Education Administrator at NAFAS Head Office.</p> <p>Assessment sampling will be 10% minimum. Range of sampling will cover a cross section of learning outcomes and units.</p> <p>Area assessment documents will be inspected. Full tracking and assessment documents as recommended by NAFAS should be made available.</p> <p>To give training, guidance, and support to Area Quality Assurers</p> <p>To check for course standardisation on learner portfolios</p> <p>Provide feedback via the Course Consultant indicating good practice where it has been observed and raising any issues of concern.</p> <p>Sign the necessary paperwork to ensure recognition of credits.</p> <p>Produce an annual report to be sent to the Course Consultant and Chairman of the National Education Committee via the Education Administrator</p> <p>To be familiar with all relevant NAFAS policies and procedures on assessment – these can be found on www.nafas.org.uk</p>
<p>Course Consultant</p>	<p>To ensure that the tutors/Area Quality Assurers have the required experience and/or qualifications</p> <p>To appoint suitable Area Quality Assurers and National Quality Assurers.</p> <p>To monitor, evaluate and review the programme locally</p>
<p>National Education Committee</p>	<p>To ensure the review process actively seeks the views of key stakeholders of the programme</p> <p>To ensure reports from tutors, Area Quality Assurers and the National Quality Assurer are discussed annually</p> <p>To identify the on-going training and development needs of tutors in relation to the NAFAS Individual Courses in Floral Art and Design</p> <p>To produce a report and action plan following the review addressing any recommendations made</p>

ANNUAL REPORT

To be prepared by the Course Consultant and to include:

- Course tutor names
- Nature of Course (including mode of delivery, number of sessions, source of funding)
- Number of learners (including number starting and completing the programme, number gaining accreditation)
- How the Course was evaluated (method used, number of participants involved)
- Findings of the evaluation (including strengths and weaknesses)
- Tutor evaluation (including comments on each unit, valuable activities)
- How both Area and National assessment was carried out (Assessment reports included as appendices)
- How the Annual Review was accomplished
- Action plan to highlight how the National Quality Assurer recommendations will be met

ASSESSMENT PROCESS

- Tutor registers to teach modules with NAFAS Head Office
- Course Consultant is informed and appoints Area Quality Assurer
- Area Quality Assurer arranges physical assessment visit with tutor once per annum and completes assessment form
- For tutors who have not yet taught a NAFAS certificated course there will be an additional assessment via email for each additional module taught in that year at the expense of NAFAS. In the first year of delivery of the new modular course this may also apply to tutors who have previously taught the old NAFAS certificated courses
- Results of assessment fed back to NAFAS and National Quality Assurer
- National Quality Assurer requests samples of students work
- Tutor sends this to the Education Administrator at Head Office
- National Quality Assurer approves certification and advises the Education Administrator who then notifies tutors/learners and prepares relevant Certificates
- Feedback form from assurer to tutor to be completed and handed to tutor
- National Quality Assurer prepares report and issues to Course Consultant
- Course Consultant prepares Annual Report for Education Committee/NAFAS



NAFAS AREA ASSESSMENT REPORT

Date of Visit:
Quality Assessor Name:
Tutor Name:
Tutor Number:
Venue address:

(Tick when seen)

Suitability of venue	<input type="checkbox"/>	Register	<input type="checkbox"/>
Toilets	<input type="checkbox"/>	Lesson Plan	<input type="checkbox"/>
Space	<input type="checkbox"/>	Tracking Sheet(s)	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>	Insurances	<input type="checkbox"/>
Scheme of work	<input type="checkbox"/>	Risk Assessment	<input type="checkbox"/>

Examples of Learners work seen:

Quality Assurer signature:
Tutor signature: