

Fair Access, Fair Delivery and Fair Assessment Policy

This Policy should be read in conjunction with:

- Assessment Policy
- Internal Verification Policy

Aims

The aims of the Fair Access, Fair Delivery and Fair Assessment Policy are:

- to sustain academic and work-based excellence across the Coaching and Mentoring Programme studied through Marvellous Minds
- to ensure that the quality of the learners' experience is informed and enhanced by Marvellous Minds' commitment to excellence in coaching and mentoring
- to ensure that the programmes of study provide learners with a thorough grounding in coaching and mentoring, whilst also developing the skills necessary for independent study, and the practical application of coaching and mentoring skills within the sectors with whom we work
- to continue to review and reflect on all forms of teaching, learning and assessment to maintain intellectually rigorous programmes of study

Marvellous Minds is committed to:

- fair access and fair recruitment of learners
- widening participation and learner support
- quality assurance
- supporting and developing staff and associates

Fair access and recruiting learners

Marvellous Minds is committed to recruiting learners who are most able to benefit from the programme and who have a reasonable chance of meeting the assessment requirements of the particular qualification.

Marvellous Minds believes that everyone should have the opportunity to engage in programmes of learning and development that enhance their current and future personal and professional development roles.

Marvellous Minds will ensure that there are no barriers to recruiting from under-represented groups, mature learners, diverse ethnic groups and learners with disabilities.

Currently, Marvellous Minds programmes are either funded directly by individuals or by their employer/sponsor. Marvellous Minds will, therefore, take direct payment from individuals as appropriate. We, therefore, recognise that there would be a necessary prerequisite to satisfy the Office of Fair Access (OFFA).

Widening participation and learner support

Marvellous Minds is wholly committed to widening participation and learner support and will endeavour to provide individual additional support, such as ESOL to meet individual needs where required and will work closely either with the individual or the sponsoring organisation to ensure the provision of disability support and advice in accordance with the relevant legislation.

Marvellous Minds is committed to providing high quality academic study skills support for all learners and will support staff in delivering it. All learners who enroll onto the Coaching and Mentoring will have access to the ILM's Membership Services for the duration of their study.

Programme design

Marvellous Minds believes that the most important influence on programme design should be the expertise of leading deliverers in that discipline. The Centre whilst working towards the ILM standards and learning objectives, will work closely with the individual or the sponsoring organisation to ensure that the programme meets individual needs.

Learners are represented at Focus groups to ensure that their experiences are taken into account in the planning and delivery of programmes. Learner feedback on each course is used to improve programmes as necessary, and any action taken is reported back to learners.

Programme delivery

Marvellous Minds is approved to deliver qualifications in Coaching and Mentoring (Award, Certificate or Diploma) at Levels 3 and 5.

At present, all learners are employed and study on a part-time basis through day release from work as this offers flexibility. The programme at present is through face-to-face teaching with on-line support and tele-coaching. One-to-one coaching can be offered if required.

The aims of the programme are to equip participants with the skills to enhance their coaching and mentoring effectiveness.

Assessment

Marvellous Minds implements the ILM assessment strategy and in recognition of the diversity of skills, experience and learning styles of its learners, Marvellous Minds employs a diversity of assessment methods including observation, discussion, role-play, assignments, etc, in order to increase the reliability and validity of assessments, and,

specifically, to allow more opportunities for all learners to display their knowledge, understanding and skills from enrollment through to completion.

Marvellous Minds recognises the importance of recording and reporting learners' academic achievement and through the use of Personal Development Plans encourages learners to engage in recording and self-assessing their own learning.

Marvellous Minds will continue to explore the fairest ways in which alternative assessment can be made for learners with disabilities and other special requirements.

See the Internal Verification Policy, Procedures and documentation for further information on fair assessment.

E-learning

Marvellous Minds will continue to develop and embed e-learning into learning and teaching by encouraging and enabling staff and learners to use new technologies where appropriate.

Quality assurance and enhancement

To ensure the currency of its Coaching and Mentoring Qualifications, the Centre will formally review its programmes on an annual basis. Marvellous Minds will consult with other stakeholders, including external awarding bodies, 'experts', sponsors of the programme and learners to ensure that the provision continuously improves and meets current best practice standards.

All staff involved in the design, delivery, assessment and evaluation of the programmes will be encouraged to continuously update their own professional development, through professional memberships, research, training and the gaining of relevant qualifications that support learning and teaching.

Marvellous Minds will continue to develop and implement a scheme of peer observation of teaching which takes a developmental approach in supporting staff in enhancing their teaching practice. Best practice will be identified and shared with Marvellous Minds through bi-annual programme review meetings.

Marvellous Minds will continue to undertake and develop its course evaluation procedures that take account of all aspects of teaching and learning.

Marvellous Minds Internal Verification Policy, Procedures and documentation for further information on continuous improvement of assessment and internal verification processes.

Supporting staff and associates

Marvellous Minds recognises the key to the success of its programmes is the recruitment, retention and development of subject specialists, supported by an infra-

structure that produces a dynamic, stimulating intellectual environment in which good teaching and learning can flourish.

Marvellous Minds acknowledges the need to ensure that staff workloads are managed appropriately to allow staff to perform their various teaching, research and administrative duties.

Team Meetings and informal mutual support will encourage continuous development.