

BCS ECDL Quality Assurance

Date to be reviewed:
May 2019

Responsibility of:
Vice Principal - Curriculum

Quality Assurance Procedure

This procedure relates to the delivery of the BCS ECDL qualification at Chelsea Academy. It is the responsibility of the ECDL centre manager and will be updated every 2 years or when required. The procedure is published on the school website so that it may be accessed by students.

Chelsea Academy is committed to Quality Assurance and believes it is an integral part of the Centre's processes.

The focus of Chelsea Academy is on Learners with the provision of relevant and flexible quality training programmes and assessment to suit their needs and lifestyles.

The provision is regularly monitored and reviewed by your named quality assurance representative.

All staff involved in the administration and / or assessment of qualifications will have undergone relevant training to their role.

All new invigilators will be observed during their first test session and annually thereafter to ensure assessment regulations are being followed.

Existing invigilators will be observed conducting an assessment at least once a year.

Information from the awarding body is disseminated to all members of staff involved in the delivery of qualifications.

The organisation's policy for Equal Opportunities is followed and monitored.

