

**Bright I's Education Consultancy Limited** will ensure that learners are assessed for suitability prior to commencing their chosen programme. The assessment process will be applied equitably and consistently to all learners who will be assessed according to their ability and experience.

Assessment will test the areas and skills which are relevant to the aims and outcomes of the programme. It will be designed to measure professional progress at the appropriate level, and criteria for such levels will be clearly defined in the information provided for trainee staff. Efficient mechanisms will be in place for feedback to trainees, relating to formative assessment and co-relating summative assessment of pupils as a result of skills gained from the course.

All records of assessment will be kept securely by the Trainer/assessor and be made available only to others with an interest in the progress of the learner. Achievement will be notified to the internal verifier in writing. This will normally be on a pdf document which will be updated regularly to review progress. Verification through observation of a sample of lessons delivered during and after training will be recorded before any claims for certification can be made by the internal verifier.

The number of learners to each assessor per training will range from one to one with the scope for whole school staffing in Key stage One and Key Stage Two and all assessors should be a fully qualified and experienced PGCE Primary educator in order to deliver training. There will be monthly meetings with the verifier to ensure an exchange of ideas as well as standardisation. This may be formal or informal.

The number of assessors allocated to each verifier will be one lead consultant and the verifier will ensure that standards are maintained and that assessors are updated. This will be part of the CPD training for both assessor and verifier. The verifier will need to be a recognised subject lead or senior leadership of the trainee organisation. In cases where further training is required, both assessor and verifier will agree on specific areas of development in order to ensure quality output of professional development and impact on teaching and learning.

Observations of practice will be carried out internally to ensure there is standardisation of assessment and that professional standards are being met. There will be initially 25% of sessions delivered by the assessor, 25% of sessions delivered by trainees, then this will be reduced to a 10% observation post-training of trained teachers. In cases where there may be concerns all candidate work will be observed. The verifier will observe a range of lessons delivered by the assessor, trainee candidates and will keep records of these. There will be feedback to the assessor on the observations undertaken.

This policy will be reviewed on an annual basis.

**3<sup>rd</sup> January 2019**