

Direct Claims Policy

1 General

- 1.1 This document outlines Skills and Education Group Awards¹ Policy on Direct Claim Status (DCS) and the procedures for applying, monitoring and withdrawing Centre DCS.
- 1.2 DCS allows Centres to claim certification without being subject to external moderation as long as the learners have been assessed as meeting all the required assessment criteria and the assessment process has been internally quality assured and documented.
- 1.3 DCS can apply to any qualification except those subject to independent assessment e.g. external examinations / test; end-point assessment; licence to practise or any other qualification deemed to be high risk.
- 1.4 Approval for DCS relates to individual qualifications and is never considered to be valid across a Centre's entire provision.
- 1.5 We do not recognise DCS granted to a Centre by other Awarding Organisations.
 - 1.5.1 Newly recognised Centres will not qualify for DCS in the first year of operation unless sufficient evidence of quality assurance can be demonstrated.
- 1.6 Centres may not apply for DCS. They are awarded DCS based on quality criteria that are reported by our external moderators following external moderation. Any recommendations submitted by our external moderators need to be agreed and approved.
- 1.7 Once DCS approval is granted Centres can claim certification for learners without external moderation for up to a maximum period of 12 months.
 - 1.7.1 This period may be shorter and is dependent upon the volume of enrolments within any 12 month period.
 - 1.7.2 Centres are notified of DCS if approval is given following a successful series of moderation activity. This notification will include the qualifications to which DCS applies and the period for which DCS is applicable.

¹ Skills and Education Group Awards, a recognised awarding organisation and part of the Skills and Education Group.

- 1.8 At the end of each direct claim period, Centres will have an external moderation visit or remote moderation to ensure standards are being maintained. The External Moderator will require the Centre to present the assessment and internal moderation documentation for all those courses direct claimed within the period agreed.

DCS will be extended subject to the satisfactory outcomes of that moderation.

2 How to Direct Claim

- 2.1 Direct claims will only be accepted for courses enrolled with an end date within the period notified. Any subsequent changes to the end dates of courses will automatically invalidate DCS for that course.
- 2.2 All direct claims must be verified by the Centre's internal moderator before being submitted and must be made online through our Online Registration Service (ORS).
- 2.3 Before claims are processed Centres may be asked to submit evidence to show that the assessment and internal moderation process has been completed for all units and qualifications for which direct claims are being made. This may happen in any one of the following circumstances:
 - 2.3.1 Where direct claims include requests for Credit Transfer or Exemption. The Centre's internal moderator must ensure that previous awards have been authenticated and that this is documented in their internal moderation paperwork;
 - 2.3.2 Learners and or units have been added at the point of claim;
 - 2.3.3 The Centre has been chosen to take part in additional quality assurance activity.
- 2.4 Certificates will only be processed once claims have been internally validated by Skills and Education Group Awards.

3 Withdrawing Direct Claims Status

3.1 Centres which incur actions at annual moderation will not necessarily have their DCS removed. However, we will remove DCS if:

- any previous moderation actions have not been completed and a level 1 sanction² is applied;
- external moderation outcomes impact on the integrity of the qualification e.g. assessment tasks are not fit for purpose; the centre's assessment decisions are not agreed; centre staff are deemed unqualified;
- the centre is unable to produce assessment and internal quality assurance documentation either for ○ courses being moderated at the time or ○ for courses previously allowed DCS;

3.2 Any appeal against the removal of DCS will go through our Complaints Procedure.³

4 Quality Assurance

4.1 This policy is reviewed annually to ensure it continues to meet our needs and the requirements of the Regulators.⁴

² See Sanctions Policy on Information Hub/Policies and Procedures on the website

³ See Complaints Policy on Information Hub/Policies and Procedures on the website

⁴ Which may include Ofqual in England; Qualification Wales; CCEA Regulation in NI