IIMTS
Awarding Body

IIMT STUDIES LTD
CENTRE POLICY

Centre Standardisation Policy

Policy Compliance:
This policy complies with
Ofqual, Handbook- General Conditions of Recognition

C1 Arrangements with third parties C2
Arrangements with Centres
D2 Accessibility of qualifications
E4 Ensuring an assessment is fit for purpose and can be delivered.
G1 Setting the assessment
G2 Language of the Assessment
G3 Use of Language and Stimulus Material
G6 Arrangements for Reasonable Adjustments
G7 Arrangements for Special Consideration
G8 Completion of the assessment under the required conditions G9
Delivering the Assessment
H1 Marking the Assessment

Awarding Quality Qualifications through Global Recognition

Document Code No. IIMTS_AO_OGCR_AC_01_2020

Title of the Policy: Centre Standardisation Policy	**Authorised by** Responsible Officer	**Created: Version 1** 1 November 2023
Conditions of Recognition: General Conditions of Recognition		**Current version: 3** **Next Review Date:** 1 April 2026

Important contact-
Any query or concern related to this policy may be directly addressed to the Responsible Officer-

[IIMT Studies Ltd]
Company number 11649333

Registered office address
[Havelock Hub
14 Havelock Place
Harrow
London
HA1 1LJ
Ph- +44-7466650066
Email- info@iimtsab.co.uk
Website- www.iimtsab.co.uk]

Awarding body:
IIMT Studies Ltd- www.iimtsab.co.uk

Acronym used to represent IIMT Studies Ltd (IIMT Studies):
IIMTS AB

Regulating Body:
OFQUAL
Ofqual.gov.uk

Index

Sr No.	Titles
1	Policy Code
2	Policy Statement
3	Policy Scope
4	Objectives of Policy
5	Policy Framework
6	

(A) Policy Code: IIMTS_AO_OGCR_AC_01_2020

(B) Policy Statement:

This policy sets out the approach of IIMT Studies in Centre appointment and standardisation. We expect all centres to remain compliant with all policies of IIMT Studies and regulatory conditions of recognition at all times during their recognition from IIMT Studies for the qualification they are approved for. As an Awarding Organisation, IIMT Studies seeks to have centres applying stringent standardised practices and following the best practices, following the compliance of quality assurance parameters outlined by IIMT Studies in its policies and procedures.

At IIMT Studies, we stress the importance of standardisation practices within and across centres. These practices represent evidence of consistent procedures, ensuring that standards remain comparable not only across different centres but also at all times. Our dedicated standardisation policy and procedures are designed to guarantee this level of comparability in standards.

Centre standardisation defines a process to be followed in order to become a recognised centre by IIMT Studies to offer its qualifications. It requires the potential ability to deliver qualifications and pass a health check. Once the centre is recognised, it must maintain recognition by continuously following the policies defined. In order to deliver the qualifications of IIMT Studies, the centre must ensure the required quality standards are met at all times as defined in the Centre Guide.

(C) Policy Scope

This policy is in compliance with the conditions of recognition.

(D) Objectives of Policy:

- Ensure consistent compliance with all conditions of recognition across all recognised centres.

- Implement a systematic approach for comparing learners' work across all centres in various locations.
- Establish and maintain consistency within IIMT Studies centres.
- Ensure the reliability of assessment practices by establishing and sustaining comparable standards.
- Implement pre-validation processes within internal quality assurance to enhance the quality and reliability of assessment tasks.
- Ensure that centre recognition remains subject to continuous compliance with quality standards, conditions of recognition, and standardised practices.
- Promote comparability of standards across all recognised centres at different locations.
- Ensure that all centres appointed follow the same set of norms, guidelines, policies, code of conduct, values, and standardisation practices.
- Implement a consistent and comparable standardisation framework to ensure fairness and equity in assessments.
- Ensure that approved centre staff fully integrate themselves with IIMT Studies' standardisation practices into their daily operations.
- Establish and maintain the highest standards across all centres through quality assurance and standardisation practices.
- Ensure the consistent application of assessment for learner achievement across all centres.
- Develop and implement a stringent standardisation process applicable across all centres to maintain consistent practices and comparable standards.
- Expect recognised centres to ensure ongoing standardisation of assessment and internal quality assurance processes through external quality assurance activities.
- Support communication with other awarding organisations to comply with regulatory quality standards and ensure consistent levels of attainment for qualifications.

(E) Policy Framework

A. People this policy is for:

At IIMT Studies, we ensure to have standardisation practices and follow regulatory requirements, essential for maintaining a consistent and comparable educational experience across all levels while developing, delivering and awarding qualifications. We ensure that this process is extended to various roles within our framework that include all stakeholders associated with our qualifications. This policy applies to:

- **Approved Centre Staff**
- **Quality Assurance Staff**
- **Tutor/Assessors**
- **Internal Quality Assurers**
- **For External Quality Assurers**

B. Ensuring Consistency through Standardisation at IIMT Studies:

At IIMT Studies as an Awarding Organisation, standardisation is a regulatory compliance

process to guarantee the uniform application of assessment criteria for IIMT Studies qualifications or units by assessors and verifiers. This systematic approach involves various activities at various stages where the assessed work of learners within a specific unit or qualification is methodically compared to establish and confirm standards.

The key objective of our standardisation processes is to ensure that standards remain consistently comparable across all centres recognised by IIMT Studies. This ensures maintaining consistency within our individual centres, regardless of location, industries, type, sector, subject area, business size, etc. and over an extended period.

The achievement of quality and consistency through standardisation at IIMT Studies is clarified by various factors, including:

C. Pre-validation:

At IIMT Studies, pre-validation involves internal quality assurance (IQA) processes to validate proposed assessment tasks before they are delivered. This means the Centres get the proposed assessment tasks validated by IIMT Studies before they are delivered to learners.

Pre-validation objectives:

Pre-validation is to ensure that assessment tasks align with predetermined quality standards so as to comply with the conditions of recognition and meet the intended qualification learning outcomes, enhancing the quality and reliability of the assessment task before learners engage with it.

IIMT Studies, at all times, is committed to standardisation that establishes a framework to promote consistency in assessments and also comparability across all IIMT Studies centres.

D. Quality Assurance and Standardisation:

At IIMT Studies, we maintain the highest standards across all centres. Quality assurance and standardisation remain critical in ensuring consistency in order to comply with the conditions of recognition. Internally, all recognised centres engage in shared events understanding among staff assessing learners, ensuring that assessment decisions align with common practices and qualification criteria defined by IIMT Studies. Externally, IIMT Studies ensures standardisation events that bring together multiple approved centres, aiming to establish a uniform process for awarding certificates irrespective of centres, size, industry, and qualifications they are approved for. The external quality assurance process further ensures continuous monitoring, ensuring that every centre follows standardisation practices. Additionally, IIMT Studies conducts internal standardisation to ensure its own procedures, ensuring that all contributors to external quality assurance maintain the same standard.

Internal Standardisation:

Internal standardisation events hosted by the recognised centre of IIMT Studies bring together staff members assessing learners on the same course or similar courses. These events ensure that assessment decisions and credit recommendations are valid and provide consistent practices among the staff, complying with all criteria defined by IIMT Studies.

External Standardisation:

External standardisation events, organised by IIMT Studies as an Awarding Organisation and involving all approved centres, validate the consistency in awarding certificates to learners across all recognised centres. These events maintain uniformity in the certification process despite diversified practices followed by different centres, following the same qualification criteria.

External Quality Assurance (EQA):

In the process of EQA, IIMT Studies monitors the continuous quality and compliance of each centre. The aim is to ensure that all units and qualifications offered by IIMT Studies undergo centre standardisation and that approved centres actively get involved in the external quality assurance process at all times.

IIMT Studies Internal Standardisation:

IIMT Studies conducts internal standardisation to align its own practices and procedures to regulatory requirements and ensure it remains compliant at all times. This internal standardisation ensures that all stakeholders involved in external quality assurance for IIMT Studies operate according to the same high standard.

This policy is to ensure that:

- Uniform application of all conditions of recognition in recognised centres
- Systematic comparison of learners' work across all centres in various locations
- Maintain consistency and a standard practice within IIMT Studies centres across all centres to maintain comparable standards.
- Establish comparable standards ensuring the longevity and reliability of assessment practices across all centres recognised by IIMT Studies, delivering qualifications.
- Implementing pre-validation processes within internal quality assurance, ensuring alignment with predetermined standards and learning outcomes.
- The centre recognition remains subject to ensuring quality standards are achieved by centres to ensure compliance with the conditions of recognition and follow a standard practice at centres recognised by IIMT Studies.
- Guidance on how all centres appointed follow the same set of norms, guidelines, policies/ code of conduct/values and standardisation practice.
- The centres are governed by a common code of conduct.

E. Ensuring Accuracy and Consistency in Assessment at IIMT Studies Recognised Centres:

At IIMT Studies as an Awarding Organisation, our commitment to the accuracy and consistency of assessment and internal quality assurance decisions remains constant. The design of our Standardisation process ensures confidence in the public, including our learners, centres, employers, and regulators, regarding the validity of certificates obtained through IIMT Studies Qualifications.

Confirmation of Consistent Assessment Application:
We ensure that the consistent application of assessment for learner achievement is a primary focus for all awarding organisations and approved centres.

Development of a Standardisation Process:

The development of a standardisation process, applicable across all centres, to ensure consistent practice. This process ensures that standards are comparable across centres at all times.

IIMT Studies ensures consistent Standards by:

- Incorporating pre-validation processes into all approved centres' internal quality assurance procedures, ensuring proposed assessment tasks are validated before delivery.
- Requiring all recognised centres to review and address issues raised by learners, assessors, internal quality assurers, and external verifiers when a course has been previously delivered.
- Conducting standardisation within centres through a rigorous internal quality assurance process during centre recognition and ongoing continuous monitoring by IIMT Studies.
- Enforcing that centres actively monitor and continuously meet the quality standards and integrity of assessment practices and decisions.
- Organising standardisation events for internal quality assurers and IIMT Studies quality staff to compare assessment outcomes.
- Ensuring a consistent approach among all IIMT Studies quality staff in assuring the delivery of qualifications and units at approved centres.

Standardisation Activities Allow IIMT Studies to:

- Ensures the integration of standardisation within centres by incorporating it into an internal quality assurance process. IIMT Studies ensures this by first obtaining the centre recognition and then continuously monitoring the activities undertaken by IIMT Studies. This approach ensures our compliance with the conditions of recognition.
- Verify that the assessment strategy is fit for purpose, producing evidence that is-

    a) sufficient,
    b) appropriate,
    c) authentic,
    d) valid,
    e) and reliable.

- Demonstrate that the evidence aligns with the specifications of the qualification claimed.
- Maintain consistent standards in awarding learner achievement within and between centres, across various sector subject areas, at all times.
- Ensures no learner is unduly advantaged in any centre recognised by IIMT Studies.
- Ensure all learners have equal assessment opportunities in all centres, wherever applicable.
- Ensure assessment strategies and assignment tasks do not create unintended barriers for learners, respecting issues of equality and diversity.
- Guarantee that assessment decisions are consistently "safe," made against specified qualification assessment criteria, and are-

a) valid,

b) sufficient,
c) reliable,
d) and fair.

- Ensure consistency in assessment judgments based on available evidence.
- Maintain detailed, specific, and constructive feedback for learners, identifying strengths and areas for improvement and keeping them in a safe and secure place irrespective of the nature of the qualification delivery (online and/or classroom-based).
- Ensure the adequacy of feedback for assessors and the stringentness of internal verification processes, including relevant improvement action points.
- Review the appropriateness and currency of units, providing recommendations or necessary revisions.
- Identify and share best practices.

F. Responsibilities of IIMT Studies Centres:

Ongoing Standardisation through External Quality Assurance:

IIMT Studies expects all recognised centres to ensure the ongoing standardisation of assessment and internal quality assurance processes through external quality assurance activities. IIMT Studies' quality assurance team conducts regular visits to each approved centre, monitoring the assessment procedures at all times. These visits aim to confirm the consistency and authenticity of assessment decisions, validate claims for certification and ensure the authenticity of learners' evidence.

As an Awarding Organisation, IIMT Studies signs an enforceable centre agreement with all recognised centres. In line with that, centres are obligated to follow external quality assurance requirements and actively assist in conducting continuous monitoring and quality assurance activities. IIMT Studies quality assurance staff, with the centre's nominated quality contact in advance, ensuring the timely availability of all necessary evidence in an accessible and indexed format. IIMT Studies' risk-based approach to sampling is adopted, considering the specific circumstances of each centre, with the reserved right to adjust the sample size on the day of the visit depending on circumstances during the day visit and/or ongoing monitoring of the centre.

Pre-Validation Processes:

IIMT Studies provides assessments for all qualifications, subject to external quality assurance; however, centres have the option to devise their own assessments. In the case of centre-devised assessments, approved centres must integrate processes for pre-verifying proposed assessment tasks before they are delivered to learners. Pre-validation offers centres the opportunity to ensure that the assessment method is:

- fit for purpose,
- appropriate for learners' needs,
- consistent with the current qualification specifications,
- and achievable based on available resources.

This systematic pre-verification is an integral part of the centre's internal review process and must be complied with without any compromise.

Internal Standardisation Practices:

IIMT Studies agrees that the centre assessment staff varies from centre to centre, depending on centre size. For courses where more than one staff members are involved in assessing learners, centres are required to organise internal standardisation events to review assessment practices and decisions. These events ensure a common understanding and application of assessment practices among staff members. The internal quality assurer is responsible for arranging and facilitating these internal standardisation events, which should include all relevant team members, especially in centres with-

a) dispersed,
b) part-time,
c) contracted,
d) or inexperienced assessors.

The frequency of internal standardisation exercises varies based on the centre's internal quality assurance processes, considering factors such as

a) The centre's size,
b) The number of tutors/assessors
c) and internal verifiers,
d) The quantity and range of units/qualifications delivered,
e) and the presence of new or inexperienced staff.

Documentation of these exercises, including outcomes and action plans, must be available for review for IIMT Studies quality staff during the visit or when demanded.

External Standardisation Opportunities:

All approved centres are invited to be a part of external standardisation events, offering valuable professional development opportunities. IIMT Studies doesn't charge for these events. We expect attendance from all assessment and internal quality assurance staff from centres. In cases where samples are needed, centres receive sufficient notice, typically four weeks. All quality staff from Centres given yellow status must attend events. Failure to attend external standardisation, especially if concerns have been expressed by the IIMT Studies quality assurance team as an action plan, may result in sanctions as per the IIMT Studies sanctions policy.

Joint Quality Assurance:

IIMT Studies ensures compliance with regulatory requirements and works with other awarding organisations to ensure the consistency of quality standards and reliable levels of attainment for qualifications as to regulatory requirements. This process ensures compliance with the conditions of recognition and improves the quality across all centres.

Centre Application Form

PRIMARY DETAILS		
Name and position of the applicant:		
Name of Director/Chairman of the Organisation:		
Nature of Organisation (Proprietary/Private Limited/Public Limited/ Partnership Firm):		
Website Address:		
Date of Establishment of Organisation:		
Total no. of Employees as on the Date of Application:		
Details of Current Business Activities of The Organisation:		
Legal Registration Details of Organisation:		

ESTABLISHMENT DETAILS			
Head Office / Admin. address:			
Details of other branch/satellite locations:			
Type of Service Provided or Offered by The Organisation:	Service Details	Product details	Client Data

Statutory Compliance Declaration		YES	NO	Please give justification
Have you had your financial records audited by an independent auditor for the last 3 years?		☐	☐	
Are there any adverse remarks by auditors in the 3-year L Accounts?		☐	☐	
Have your organisation/directors received any notice regarding any non-compliance under any applicable law in the last 3 Years?	NOT APPLICABLE ☐	☐	☐	
Have your organisation/directors been prosecuted under any law in the last three financial years or ever before?	NOT APPLICABLE ☐	☐	☐	
OTHER RESOURCES				

	Status (Leased/Owned)	The carpet area of Office	Infrastructure in the office
Head Office – Corporate Office			
Branch Offices			
Any satellite offices			

STAFF DETAILS – NUMBERS *(FT=Full time, PT=Part time)*

	Permanent	Temporary	Contractual	Consulting / Advisory

Management					
Non-Management					

LIST OF IIMT STUDIES LTD QUALIFICATIONS YOU PROPOSE TO DELIVER	
Qualifications	The mode of delivery

Declaration: I, the undersigned, declare that all the above data and information submitted by me are true and correct to the best of my knowledge, and I agree to provide all documentary evidence in support of all my claims.
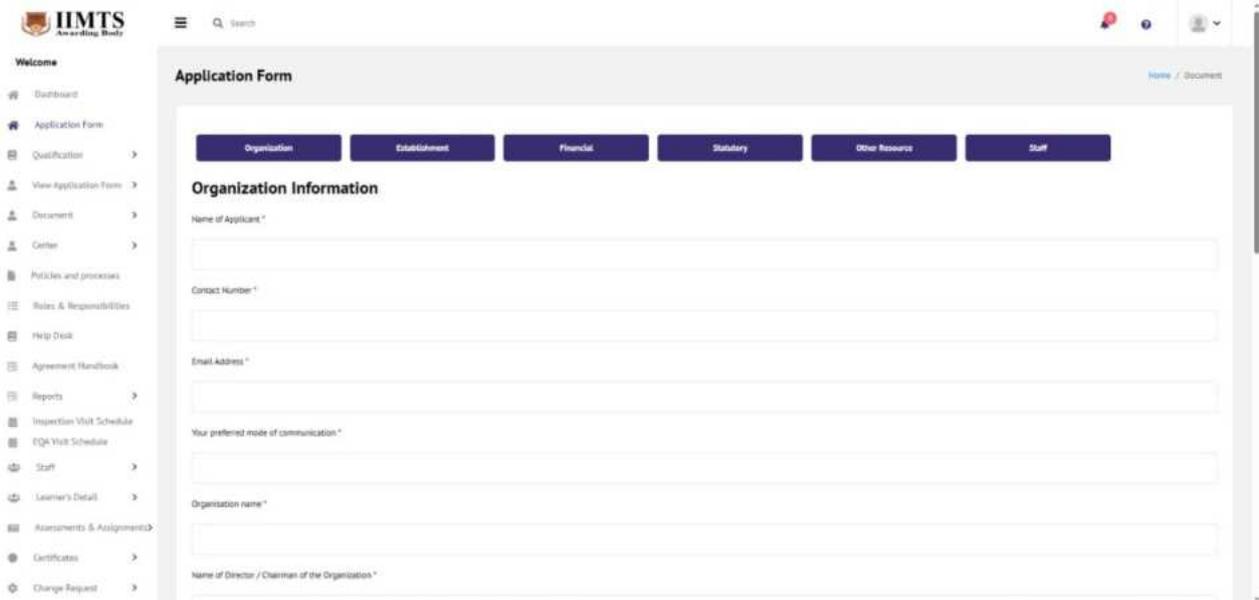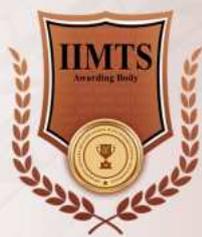
Date:

Name of the applicant:

Signature:

Centre Portal on IIMT Studies Website:

The Centre application form is also available for centres applying on the Centre Portal.

Link to use the Centre Portal- https://center.iimtsab.co.uk/login

IIMTS
Awarding Body

Address __

IIMT Studies LTD
Havelock Hub
14 Havelock Place
Harrow
HA1 1LJ
United Kingdom

Call us on __

+44 7466650066

Email us on __

info@iimtsab.co.uk

www.iimtsab.co.uk