



**Event: ACADEMY TRAINING COURSE: INTROUCTION TO THE AWARDING SECTOR**

**Date: 5 December 2019**

**Time: 10.15am – 4.30pm**

**Location: De Vere West One, 9 – 10 Portland Place, London, W1B 1PR**

10.00 – 10.15: Welcome and Introductions

10.15 – 10.50: Presentation: Awarding Organisation Role

- Types of Awarding Organisations
- Recognition and its scope
- The awarding organisation market
- Main functions and responsibilities
- Key stakeholders
- Competition/collaboration

10.50 – 11.25: The General Conditions and other Regulatory Requirements

- The main requirements and essential themes
- Commonality and differences
- The nature and types of evidence for maintenance of status
- Needs of the regulatory authorities
- Annual compliance statements and links to governance

11.25 – 12.10: Awarding Organisation Quality Assurance

- Qualification development and assessment - the essentials
- Delivery and award considerations
- Vocational Qualifications and Internal Assessment
- Regulatory perspectives
- Agreements and approvals
- Centre/customer support
- Validation

12.30 – 13.15: Lunch



- 13.15 – 13.30: Question Forming e.g.
- From your awarding organisation perspectives
  - Regulator/Stakeholder Issues
- 13.30 – 14.00: Group work Exercise/Presentation: Internal Quality Assurance in Centres
- Essential considerations
  - Regulator perspectives
- 14.00 – 14.25: Review of performance
- Self- assessment
  - Risk management
  - Risk profiling
- 14.25 – 14.55: Risk Management Exercise
- Typical Risk management areas
  - Calculating Risk Management
- 14.55 – 15.25: The Compliance Function
- Focus/priorities
  - Reporting responsibilities
  - Organisational links
  - Anticipating the needs of the Regulators
  - Malpractice and Investigations
- 15.25 – 15.55: Responses to Questions Raised/Previously Formed
- 15.55 – 16.30: Plenary, issues arising, feedback and close

