

# RSL VQ Non-Standard Academic Year Delivery Policy

This is Version 3 of the RSL VQ Non-Standard Academic Year Delivery Policy. This policy is intended for internal and external use.

The guidance is subject to regular revision and maintained electronically. Electronic copies are version controlled.

## Introduction

This policy is for all centres that are delivering RSL Vocational Qualifications on a Non-Standard Academic Year. A Standard Academic Year would be defined as September to July, completing by the end date for grading as identified in our Key Dates Calendar (available here - <https://www.rslawards.com/vocational/vocational-qualifications-dates-fees/>)

The purpose of the policy is to set out the procedures related to Non-Standard Academic Delivery at RSL centres.

This policy is available on our website at <https://www.rslawards.com/about-us/policies-regulations/>

This policy will be subject to review and monitoring by RSL and if necessary, will be amended and updated following feedback from centres. All future versions to this policy will be posted on our website.

This document has been reviewed and updated in August 2021.

Section Title	Change
General	All references to external quality assurance amended to moderation.
4. What are the eligibility criteria for non-standard academic year?	4.4 Amended external quality assurance to moderation and 'may' be moderated to 'will' be moderated.
5. Applying for Non-Standard Academic Year Delivery	5.2 Added about multiple cohorts 5.4 Amending emailing documents to uploading 5.7 Added response to application as an upload.
6. Learner Registrations	Added detail about timescales for topping up learner registrations.

## Contents

Introduction.....	1
Contents .....	2
1. Context .....	3
2. What is a Non-Standard Academic Year? .....	3
3. Which qualifications does this policy apply to? .....	3
4. What are the eligibility criteria for Non-Standard Academic Year delivery? .....	3
5. Applying for Non-Standard Academic Year Delivery.....	4
6. Learner Registrations.....	4
7. Key Dates Calendar.....	5
8. Certification .....	5

## 1. Context

RSL are aware that not all centres who deliver our qualifications work to a traditional academic calendar of September to July and that having to work to those key dates may be difficult for certain types of provision. We are also aware that providers who deliver qualifications outside the academic year model often have a number of cohorts throughout the academic year. This policy outlines the process and parameters for centres who wish to deliver a Non-Standard Academic Year model.

## 2. What is a Non-Standard Academic Year?

- 2.1 A Standard Academic Year would be defined as the traditional UK academic year of September to July, completing by the end date for grading as identified in our Key Dates Calendar (available here - <https://www.rslawards.com/vocational/vocational-qualifications-dates-fees/>) A Non-Standard Academic Year is any model which falls outside of this.
- 2.2 This could include, but is not limited to, the following:
- Short course delivery
  - International centres where a traditional academic year is not September to July
  - Centres who finish delivery and assessment later than the end date in the Key Dates Calendar

## 3. Which qualifications does this policy apply to?

- 3.1 Non-Standard Academic Delivery applies to all of our Non-Performance Table qualifications.
- 3.2 It is not possible to apply for Non-Standard Academic Delivery for Performance Tables qualifications due to the conditions surrounding the externally assessed unit.

## 4. What are the eligibility criteria for Non-Standard Academic Year delivery?

- 4.1 Only Non-Performance Tables qualifications can be delivered in this model.
- 4.2 Guided learning hours (GLH) must be adhered to.
- 4.3 Appropriate quality assurance and planning documentation must be provided for each cohort.
- 4.4 All cohorts will be subject to moderation.

## 5. Applying for Non-Standard Academic Year Delivery

- 5.1 To apply for a non-standard academic year delivery, centres will need to complete a 'Non-Standard Academic Year Application Form'
- 5.2 Where multiple non-standard year cohorts are planned for, where possible, please submit for all cohorts at once to ensure accurate tracking.
- 5.3 The centre will also need to complete an assessment and internal verification plan for each cohort.
- 5.4 Both these documents must be uploaded to the Documents section of the cloud.rslawards.com site under the heading 'Non Standard Academic Year Application.'
- 5.5 If an assessment and internal verification plan is not submitted with the application form, the application will be delayed until the plan is provided.
- 5.6 The application will be processed and confirmation sent to the centre within 5 working days of receipt.
- 5.7 The response to the application will be uploaded against the initial application in the cloud.rslawards.com site.
- 5.8 The confirmation from RSL will confirm when registrations can take place, when RSL need to receive final grades, the date of the nearest Assessment Board for ratification of results, the date when the cohort will be certificated and the date the centre will receive certificates.
- 5.9 Dates for a moderation sample will be arranged directly with the centre's allocated External Quality Assurer.

## 6. Learner Registrations

- 6.1 The centre will be required to identify how many cohorts they intend to register
- 6.2 The centre will be required to identify when the learners will enrol with them.
- 6.3 Based on the information provided, RSL will confirm the dates for when each cohort needs to be registered.

- 6.4 Learners must be registered prior to the start of delivery or within 2 weeks of the start of the qualification
- 6.5 Centres will be given a week's window in which registrations can be made with no late fees incurred.
- 6.6 Permissions will be given to the centre to register learners in that week only
- 6.7 If learners are registered outside of the agreed dates, late registrations fees will apply.
- 6.8 If centres have cohorts who sign up for complete a smaller qualification and then wish to top up to a larger qualification, please bear in mind that this will not be possible until the learner has been certificated following an assessment board.

## 7. Key Dates Calendar

- 7.1 Centres delivering a Non-Standard Academic year will still need to complete all tasks in the Key Dates Calendar.
- 7.2 Specific dates will be agreed with Head Office and the External Quality Assurer
- 7.3 Non-standard academic year delivery will still need to adhere to the same quality assurance and moderation processes as non-standard academic years.

## 8. Certification

- 8.1 Certification will take place once all quality assurance and moderation processes have been successful and following an RSL Assessment Board.
- 8.2 The main assessment board is held in July as this is when the majority of centres certificate.
- 8.3 Additional Assessment Boards are held throughout the year and these additional boards can be accessed by centres running non-standard academic year delivery.
- 8.4 Additional Assessment Boards are held in May, September and January.
- 8.5 At the point of confirmation of application, the centre will be told which assessment board the learners will be ratified at.
- 8.6 If there is more than one cohort finishing at different times, they may be certificated at different boards.
- 8.7 Certificates will be posted to the centre on the date agreed at application.