

RSL VQ Non-Standard Academic Year Delivery Guidance



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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.

To ensure centres who deliver this model can deliver RSL qualifications, we have devised a process for centres to identify how they intend to run their provision.

There are certain stipulations to be eligible for this mode of delivery:

- The courses delivered can only be non-performance tables qualifications. Performance tables qualifications are not eligible for this mode of delivery.
- Guided learning hours (GLH) must be adhered to.
- Appropriate quality assurance and planning documentation must be provided for each cohort.
- All cohorts may be subject to External Quality Assurance.

Registrations:

You will be required to identify how many cohorts you intend to register and when you intend to register them. You will not have to give an exact date but the month and approximate week of registrations will be needed.

Based on the information provided, RSL will confirm the dates for when registrations for each cohort needs to be completed. This will be a week's window in which registrations can be made and no late fees incurred. If learners are registered outside of the agreed dates, late registrations fees will apply.



Quality Assurance processes:

Non-standard academic year courses will still be required to adhere to the same quality assurance processes as traditional academic year courses. This includes:

- An Annual Statement of Compliance for the centre.
- An assessment and internal verification plan per cohort.
- One assignment brief per qualification and internal verification evidence for that brief. If the same brief is used across all cohorts, only one will be needed for quality assurance. If different briefs are used, an assignment brief for each cohort will need to be provided.
- Evidence of standardisation activities.
- Samples for External Quality Assurance. Each cohort may be subject to External Quality Assurance. Additional random sampling may apply.

Certification:

- Certification takes place once all quality assurance processes have been successful (as above) and following an RSL Assessment Board.
- The main assessment board is held in July as this is when the majority of centres certificate. We hold additional assessment boards throughout the year and these additional boards can be accessed by centre running non-standard academic year delivery. Additional assessment boards are held in May, September and January.

In order to deliver a non-standard academic year model, please complete the following steps:

- 1) Complete the 'Non-Standard Academic Year Form' and return to **vocational@rslawards.com**
- 2) Once the form has been received by RSL, you will receive confirmation of the following:
 - Dates for when registrations can be completed for each cohort (this will be a week in which registrations need to be completed.)
 - Dates for when RSL need to receive final grades
 - Date for when your cohort/s will be certificated
 - Dates your centre will receive certificates.

Once this has been confirmed, your EQA will be in contact to arrange dates for External Quality Assurance. Please note, all cohorts may be subject to external quality assurance.

If you have any additional questions about how the non-standard academic year model can work for your centre, please contact us at **vocational@rslawards.com**