The RSL How to Guides

Completing the Self-Assessment Review

What is the Self-Assessment Review (SAR)?

To ensure that RSL have the correct information about centres and that centres have clarity on the requirements from RSL, the Quality Representative will be required to complete an annual self-assessment review to demonstrate their continuing compliance with RSL's rules and regulations. This also provides RSL with a sense check on staffing and resources for each qualification delivered and any changes to delivery.

How is the SAR completed?

The SAR will be completed via an online form which can be accessed here. One SAR should be completed per centre. If your centre delivers more than one qualification suite (e.g., Music Practitioner and Creative and Performing Arts) and wishes to submit a SAR per qualification suite, you are free to do so. This may depend on how delivery is structured in your centre.

If you are a newly approved centre in your first year of delivery, you do not need to complete the SAR in your first year as you will have provided the required information as part of your approval application.

Page 1 – General information:

Area in Form	Notes
Centre Name	Please provide the full name of the centre.
RSL Centre Number	This is the RSL centre number, *not* your exam centre number. To look up your centre number, please log into https://cloud.rslawards.com/secure/vocational and click on the "?" icon
Name of person completing the form	First name and surname
Role of person completing the form	For example, Quality Representative, Head of Performing Arts etc.

Page 2 – Details of Qualifications Planned for Delivery in the Centre in 21/22

This section of the form is asking for the details of qualifications and cohorts planned for delivery in the centre in academic year 21/22.   This allows us to see the delivery in the centre, which links to the support needed within the centre e.g., External Quality Assurers.

If the same qualification is delivered across multiple year groups (e.g., year 10 and 11) please list them as separate cohorts.

Please list every cohort on a separate line with the following information separated by forward slashes (/):
Qualification title / Number of learners / Course duration (years) / Which year are these learners in / When will they certificate

Example:
RSL Level 2 Certificate in Performance for Music Practitioners / 23 / 1 / 10 / 2022
RSL Level 3 Extended Diploma in Creative and Performing Arts (Musical Theatre) / 35 / 2 / 11 / 2022

Which 'year' the learners are in could refer to school years (such as years 10 or 11) or the year of the qualification they are in (such as year 1 or 2.) The likelihood is the first option will be used by schools and the second option by colleges.

Any and all conflicts of interest pertaining to the assessment of Vocational Qualifications must be declared to RSL. Each individual involved in the assessment process is responsible for declaring potential conflicts of interest. Where a centre is able to mitigate against a declared conflict of interest, the mitigation will be included in the declaration.

It is a condition of centre approval that all centres have a Conflict of Interest Policy and declare any conflicts to RSL. The SAR is a mechanism of identifying there is a conflict within the centre. If a centre confirms in the SAR they have a conflict of interest, they must also submit a Declaration of Conflict of Interest via the Documents section of the cloud.rslawards.com site under the heading 'Conflicts of Interest Declaration.'

RSL will upload a monitoring document acknowledging the conflict of interest and identifying any mitigations which need to be put into place, such as a specific learner needing to be included within a moderation sample

For more detail about Conflicts of Interest, please refer to the How to Guide Identifying, Declaring and Monitoring Conflicts of Interest.

Area in Form	Notes
There are no conflicts of interest to declare at this centre	Select this option where there are no conflicts of interest in the centre.
There are conflicts to declare	Select this option where there *are* conflicts of interest in the centre. If this option is selected, a declaration with details will need to be submitted via the cloud.rslawards.com site.

The policies identified are a requirement for maintaining centre approval. All centres must have these policies and keep them up to date in order to maintain approval.

In the form, you will need to use RAG (red, amber, green) descriptors to identify the status of these policies at your centre:
- Red (R) – Not in place or not aware
- Amber (A) – Aware of but not working/complete or some issues
- Green (G) – In place and working well

Centres will also need to confirm the below:

Area in Form	Notes
A process in place to review and update all policy documents annually	It is recommended that all policies are reviewed on an annual basis.
Cascaded all RSL policies to the relevant centre staff e.g., registration and certification policy, appeals policy	All staff must be aware of RSL policies which are available on our website here - https://www.rslawards.com/about-us/policies-regulations/
Informed learners at start of delivery of all relevant centre policies e.g., internal appeals policy	This could include uploading the relevant policies to the centre's VLE.
A process in place for identifying, declaring, managing and monitoring conflicts of interest	This is an Ofqual requirement, as identified in the previous section.
Logs which are kept up to date for complaints, appeals, safeguarding, malpractice and conflicts of interest	These are for centre's internal records. Records may be requested by RSL as part of an investigation process, dependent on the reason for investigation.

There is also a box to add any additional comments for context about the answers given above.

Each centre will need to demonstrate that there are appropriate staffing levels available within the centre which will include:

- At least one assessor
- At least one internal verifier
- At least one exams officer
- A nominated Quality Representative (QR) Each centre must nominate a QR as the main point of contact with RSL once approved.

We appreciate there are a variety of different role names within centres e.g., curriculum lead, head of department etc. For clarity across all centres, in the SAR, the roles to choose from are:

- Assessor (A)
- Internal Verifier (IV)
- Quality Representative (QR)
- Exams Officer (EO)

Please enter each staff member on a new line with values separated by forward slashes (/): Name / Role (see above) / External or Internal / New or Existing, e.g.:
Jon Doe / IV / Internal /r New
There must be at least one Assessor, one Internal Verifier and one Quality Representative (the QR can be the Assessor or the IV)

Area in Form	Notes
Assessor (A)	The person who is responsible for marking of learner work
Internal Verifier (IV)	The person who is responsible for quality assuring the marking of learner work
Quality Representative (QR)	The nominated contact between the centre and RSL
Exams Officer (EO)	The person in charge of administration of the qualifications, particularly with regards to learner registrations
External	Where a person does not work within the centre. This particularly applies to where a single person department outsources their internal verification to another centre
Internal	A person who works within the centre
New	Where the member of staff has just started at the centre. This could also include where the member of staff has been at the centre but not involved in RSL qualifications
Existing	Where the member of staff has been working in the centre previously

Centres will also need to confirm the below:

Area in Form	Notes
An appropriate member of staff has been selected as the Quality Representative and they understand their role	More details on the QR role can be found in the VQ Centre Handbook.
Appropriately qualified and vocationally competent staff in place who have sufficient time to effectively fulfil all aspects of the role, provided with an adequate induction that is appropriate to the level of provision and sufficient access to monitored annual CPD	The expectation is that staff are appropriately qualified teaching staff (i.e., with a teaching qualification) with experience in assessment and quality assurance. We recognise that in some instances there will be Newly Qualified Teachers delivering our qualifications or centres where staff do not have a teaching qualification. In these situations, we would expect the centre to take responsibility for ensuring staffing are appropriately trained and supported in assessment and quality assurance.
An induction process in place for the delivery of qualifications offered which includes full understanding of the qualifications, policies, necessary paperwork and timelines	It is the responsibility of the centre to ensure all staff are up to date with their understanding of the delivery of RSL qualifications. This would include ensuring access to previous records.
Clearly defined, allocated and understood the roles and responsibilities, authorities and accountabilities of the assessment and internal verification team across all assessment sites	More details on the role of assessor and internal verifier can be found in the VQ Centre Handbook.
Structured time to have formal meetings to effectively meet role, regular updates with regards to RSL including completion of standardisation activities	The Key Dates calendar provides centres with all activities which need to be completed during the academic year.
Effective systems in place to communicate updates from RSL including updated policies	Centres are regularly emailed with updates and these must be disseminated within the centre.
Cover for long term absence and succession plans for all designated roles specifically QR, IV and Assessor	This is particularly important given the recent impact of Covid.
Documented processes for ensuring conflict of interest forms are completed and signed by ALL staff involved in administration, assessment and delivery of the qualifications and returned to RSL within the set deadlines	As with previous section on conflict of interest.

Shared the RSL Centre Agreement with all staff delivering RSL qualifications	The Centre Agreement is signed at centre approval and is the contract between RSL and the centre.

Page 6 – Learner Enrolment and Support

Centres will need to confirm the below:

Area in Form	Notes
Accurate information, advice and guidance about the qualifications is provided to the learners prior to enrolment on the qualification	Learners must have clear information about the qualification they will be taking.
Appropriate entry criteria for all qualifications	This is set by the centre.
Process to identify, monitor and review reasonable adjustments and additional learner needs	For more information about Reasonable Adjustments and Special Considerations, see the policy.
Learners receive written feedback for all assessments, in a timely manner and in line with the Centre's Assessment Policy	The centre will have provided an Assessment Policy as part of centre approval. If they wish to adopt an RSL policy template, please find here.
Learners are provided with an appropriate resubmission opportunity	This is also indicated in the Assessment Policy. RSL recommendation is that one resubmission only is allowed.
Please identify the number of learners who had a reasonable adjustment in academic year 20/21 and the adjustment they required e.g., 25% extra time	Specific learner names are not required, only the number of learners and the detail of the reasonable adjustment. This is for data collection purposes.
Please identify the number of learners with special educational needs and disabilities (SEND)	Please include all learners with SEND, whether or not they have been granted Reasonable Adjustments. This is for data collection purposes.

Centres will need to confirm there are plans in place for the below:

Area in Form	Notes
Continuous compliance with RSL Centre Approval criteria and quality requirements	See the How to Guide Maintaining Centre Approval for more detail.
Actions from EQA reports are followed up, monitoring and applied including centre visit reports, moderation reports, assignment brief and assessment and IV plan reports.	It is vitally important any actions are completed within the centre. The likelihood is that this would be overseen by the QR.
Quality Improvement – Strengths	The 2020/21 academic year was obviously again unusual with the ongoing impact of COVID-19. Please identify where you think the strengths of your delivery and assessment of RSL qualifications are. These strengths can form part of the discussion with your EQA during the centre visit.
Quality Improvement – Areas of Development	Please identify where you would like to develop further. This refers specifically to the practice within your centre. These can form part of the discussion with your EQA during the centre visit.

Page 8 – Administrating and Monitoring Learner Registrations

Centres will need to confirm the below:

Area in Form	Notes
At least one appropriate staff member given responsibility for making and maintaining learner registrations	It would be anticipated in most centres that this is the Exams Officer but is dependent on the structure within centres.
Ensured members of staff responsible for learner registrations have read and understood the RSL Registration and Certification Policy	RSL Registration and Certification Policy is available here.
Procedures in place for managing timely and accurate learner registrations including verifying learner identity	By registering learners, the centre confirms that it has confirmed the learner identity prior to registration in line with the Ofqual/CCEA and Qualification Wales General/Standard Conditions of Recognition G5.
Procedures in place to ensure learners are registered to the correct qualification at the correct level	Learners must be registered on the level and qualification they wish to be certificated for.
Procedures in place to ensure information supplied to RSL for purposes of registration and certification is complete, accurate and timely.	Centres are responsible for ensuring learner registration details on the cloud.rslawards.com system are accurate.
Read and understood the Key Dates Calendar	Key Dates calendars are available here.
Procedures in place for reporting inaccurate, late or potentially false registrations	Registration issues of this nature are very serious and must be reported internally. Where this affects the registrations on the RSL system, this will need to be reported to RSL.
A record of any late registration applications made in the previous academic year, the reason for those late registrations and an action plan to ensure where late registrations were due to administrative error, this is not repeated	Late registrations due to late enrolments are often unavoidable. Concerns are raised where late registrations are due to administrative error, which is why an action plan is important to ensure this does not happen again. If learners are not registered, they cannot be certificated.

Page 9 – Record Keeping

Centres will need to confirm the below:

Area in Form	Notes
Retain evidence of learner work for a minimum period of 6 months following certification of the learner, unless any other specific agreement has been made in writing with RSL	As identified in the RSL Centre Agreement.
Retain 20% of all learner work, including a sample of each grade category, examples of each type of assessment method, examples covering each tutor/assessor and evidence of assessment and internal verification for a minimum of 5 years following certification	As identified in the RSL Centre Agreement.
Ensure all current learner evidence is available for moderation	A sample of evidence will be requested for moderation as part of the usual moderation processes (see VQ Centre Handbook and Moderation Information for more detail). There is potential that more learner evidence may be requested if issues are found during the course of the year so is must be possible for all work to be made available.
Ensure learner records and details of achievements are accurate, up to date, securely stored and available for EQA and auditing purposes	RSL do not prescribe a particular method of storing records so centres can choose whichever mechanism best suits them.
Evidence standardisation activities and upload by the requested date	Evidence of a standardisation activity must take place as in the Key Dates calendar.
Have robust systems in place for documenting assessment and internal verification decisions	Centres can choose to use their own documentation or RSL documentation for this purpose. For RSL templates, please see the 'Templates' section of the Help and Support site.
Learner progress is reviewed and tracked	RSL do not prescribe a particular method of tracking learner progress so centres can choose whichever mechanism best suits them.

Page 10 – Legislation

Centres will need to confirm the following are in place:

- Health and Safety and Welfare regulations compliant and risk assessments in place.
- Data Protection (GDPR) adhered to
- Prevent and Safeguarding policies
- DBS checks for all staff
- Equality and Diversity policy in place and operational, ensuring delivery in accordance with Equalities Law

Page 11 – Malpractice and Maladministration

Centres will need to provide details about the below:

Area in Form	Notes
Have you encountered any incidents of malpractice or maladministration in the past 12 months?	If malpractice or maladministration (e.g., plagiarism) has been found, this should be identified here.
Have all reasonable steps been taken to keep any issues under review?	This is referring to the processes in place in the centre.
Are there steps for investigating incidents and preventing incidents?	It is anticipated there is a written policy within the centre in relation to this.
Are there any current action plans in place relating to malpractice?	Are there any open malpractice cases?
Are there notification procedures to inform RSL of any suspected incidents of malpractice or maladministration	It is anticipated there is a written policy within the centre in relation to this.
Where malpractice was found, give more detail below	If 'yes' was answered in the first question, please provide details of the malpractice found here.

Centres will need to confirm the below:

Area in Form	Notes
Appropriate and adequate resources as per the requirement for effectively delivery of the qualifications have been accurately identified and accessible to all learners in relation to the specific qualifications	RSL do not prescribe specific resources required by centres as we recognise different centres will have different physical and budgetary restraints. Centres need to use their professional judgement when assessing the resource requirements, following review of the specifications. Please pay particular attention to the requirements if delivering Technology pathways/units to ensure that learners can access all the assessment criteria.

Resources in centre approval refers to the equipment and space in the centre rather than teaching resources such as handouts. |
| RSL have been notified about any material changes in resources which may impact the centre's ability to deliver the qualifications | If there are no changes or where we have been notified of changes, select 'yes.'

If there are changes that have not been notified, select 'no.' Please provide the details in the additional comments box. |

Page 13 – Consent

In order to provide exemplar materials for centres to support with delivery, RSL may wish to use learner work presented by your centre as exemplar material. By completing this document, you are giving your consent for the work to be anonymised and used for this purpose. If you wish to opt out, you can state that you wish to opt you.

Page 14 – Quality Representative Declaration

This section requires the Quality Representative to confirm the information presented is accurate. Make sure to press submit once the form is completed.