

Direct Claim Status Policy

1 General

- 1.1 This document outlines BIIAB Qualifications Limited¹ Policy on Direct Claim Status (DCS) detailing the criteria on which it may be granted, maintained, and withdrawn. The status is a privilege granted by BIIAB Qualifications Limited to Centres which meet the specific criteria.
- 1.2 DCS allows Centres to claim certification without being subject to an External Quality Assurance visit, as long as learners have been assessed as meeting all the required assessment criteria and the assessment process has been internally quality assured and documented.
- 1.3 DCS can apply to any qualification except those subject to independent assessment e.g., external examinations / tests, End-point assessment, licence to practice or any other qualification deemed to be high risk.
- 1.4 Approval for DCS relates to individual qualifications and is never considered to be valid across a Centre's entire provision.
- 1.5 We do not mutually recognise DCS granted to a Centre by another Awarding Organisation.
- 1.6 Newly recognised Centres will not qualify for DCS in the first 12 months of delivering a qualification unless sufficient evidence of Quality Assurance can be demonstrated.

2 Criteria for the Granting of DCS

- 2.1 Centres cannot apply for or expect DCS; it is granted following recommendation from an External Quality Assurer (EQA) after visiting a Centre to verify the validity of the internal assessment and quality assurance processes. Any such recommendation must be agreed and approved by BIIAB Qualifications Limited.
- 2.2 DCS will only be considered where no sanctions are currently applied against a Centre or recommended.
- 2.3 Any previous actions points must have been completed and no new actions points are given.

¹ BIIAB Qualifications Limited is a recognised awarding organisation and part of the Skills and Education Group.

- 2.4 EQAs must confirm that systems and procedures, assessment and Internal Quality Assurance processes, human and physical resources continue to meet BIIAB Qualifications Ltd approval criteria and assessment / Internal Quality Assurance decisions are accurate.
- 2.5 All assessment strategies must have been met, staff professional and occupational competences meet the criteria for the delivery and assessment of a qualification and staff numbers are sufficient for the number of learners.
- 2.6 The Centre must agree to retain all learner assessment evidence to ensure that BIIAB Qualifications Limited are able to monitor standards and processes at the next External Quality Assurance visit.
- 2.7 Once DCS is granted, Centres can claim certification of learners without an External Quality Assurance visit for up to a maximum period of 12 months, the approved period may be shorter than 12 months.
- 2.8 DCS is granted on the basis that the Centre will continue to be monitored in line with our External Quality Assurance requirements.
- 2.9 Centres will be notified if DCS has been granted following a successful External Quality Assurance visit. This notification will include details of the qualifications to which it applies and the period for which it is applicable.

3 Criteria for the continuation of DCS

- 3.1 You must continue to have visits in line with BIIAB Qualifications Ltd quality assurance plan which dictates the number of allocated EQA visits each Centre should have. In addition to this, you must have at least one visit within 12 months of DCS being achieved/maintained meeting the following criteria which must be met in full since the last EQA visit:
 - The Centre has retained all portfolios for the next EQA visit
 - The Centre has presented all requested records and staff to EQAs
 - All administrative procedures are adequate to support DCS, no false claims have been made or incorrect information given to BIIAB Qualifications Ltd
 - Management structures and communication in the Centre continues to meet Centre Approval Criteria
 - No sanctions have been applied to the Centre in respect of that sector which has been afforded DCS.

- 3.2 An EQA will contact a Centre to arrange a visit but if a Centre does not have a visit for any reason, DCS status will automatically lapse. If DCS lapses, a Centre will be required to meet the DCS criteria again to regain it.
- 3.3 As part of BIIAB Qualifications Ltd business as usual monitoring activities we may request a sample of learner work following any certificate claim made by a Centre that has been awarded DCS at any time.
- 3.4 Should any issues be identified in the sample we will contact the Centre to discuss the concerns and take any appropriate action.

4 Withdrawal of DCS

- 4.1 DCS may be withdrawn at any time for one or more of the following reasons. This list is not exhaustive.
 - A sanction at Level 2 or above is applied to the Centre
 - Action points have not been implemented by the agreed date
 - Assessment and / or IQA decisions are not valid
 - There has been a change of IQA and / or the assessment team
 - There is no IQA in place
 - The authenticity of claims is in doubt
 - The Centre is in breach of the Centre Agreement
 - Management structures / communication processes are not sufficient
 - Administrative procedures are not sufficiently rigorous
- 4.2 BIIAB Qualifications Ltd will confirm the withdrawal of DCS in writing to the Centre.
- 4.3 Where information from internal and/ or external sources raises concerns for example, complaints, suspensions or investigations, or a Centre stops communicating with BIIAB Qualifications Ltd, this may lead us to review your DCS.

5 Policy Review

- 5.1 This policy is reviewed annually to ensure it continues to meet the needs of our customers and the Regulators.