

Centre devised teaching and assessment resources policy

Policy statement

As part of a Centre's delivery model, a centre may have created or may be planning to create teaching and assessment resources to support the delivery of YMCA Awards qualifications. This policy provides guidance on the appropriate use of such resources, ensuring they align with qualification requirements and maintain assessment integrity.

The policy applies to all YMCA Awards approved centres that want to:

- Develop their own teaching materials to support learners.
- Create or adapt assessment resources.

Teaching resources

Centres are encouraged to develop high-quality teaching resources that enhance learning and align with qualification outcomes. YMCA Awards does not usually require centres to obtain prior approval for centre created teaching resources, but centres should ensure that:

- ✓ Materials accurately reflect current qualification specifications and learning outcomes.
- ✓ Resources do not inadvertently provide assessment answers.
- ✓ Learners receive accurate and unbiased information that supports their progression.

Centres remain responsible for ensuring their teaching materials meet expectations, this should include mapping resources against qualification learning outcomes.

Centres must provide access to teaching resources when requested by YMCA Awards, this **access should be provided 3 working days**.

External Quality Assurers (EQAs) may review centre-devised teaching resources during quality assurance visits to ensure they complement qualification standards.

Approval will be required for centre devised teaching resources where the centre is using their own learner management and online learning platform to support distanced learners.

Assessment resources

YMCA Awards requires oversight of assessment resources to ensure fairness, consistency, and compliance with a qualification assessment strategy and regulatory requirements. **Centres wishing to use their own assessment resource must seek prior approval before use.**

All assessment resources must be equivalent to the qualification assessment requirements.

This means that centre devised assessments must:

- ✓ Capture equivalent **evidence of achievement** of knowledge, skills, and competencies.
- ✓ Maintain the **same level of validity, reliability, and fairness**.
- ✓ Ensure consistency with the assessment methodology outlined in the qualification specification.

When Approval is Required:

- ✓ Any centre created assessment resource.
- ✓ Modified YMCA Awards assessment resource that change wording, format, structure and type.

When Approval is Not Required:

- ✗ Assessment paperwork not linked to YMCA Awards learning outcomes or outcomes to support a learner's final result for their qualification.
- ✗ Teaching resources that do not form part of formal assessment evidence.

It is unlikely that YMCA Awards will approve a change to an assessment type unless there is a requirement to support a reasonable adjustment application (see Fair Assessment policy: Reasonable adjustment, special consideration and minimising bias).

Approval

Centres must submit their request for approval using the 'Contact YMCA Awards' form on Y-Connect. Centres must provide all evidence intended for use in assessing YMCA Awards qualifications, this should include guidance for assessing and clearly identify the learning outcomes linked to the assessment activity.

YMCA Awards will review the request, checking for validity, reliability, and compliance with qualification standards. YMCA Awards will contact the centre via Y-Connect with any questions or requests for additional information, where appropriate.

Centres will receive feedback via Y-Connect for the approval decision, **assessment resources must have approval confirmed prior to being used for assessment.**

Ongoing Monitoring

EQAs will review the effectiveness of centre devised assessment resources during external quality assurance activity. If risks or compliance issues are identified, YMCA Awards may require additional controls to be implemented or action to be taken by the centre. YMCA Awards may need to change the risk and compliance ratings of a centre based on the review and monitoring of assessment resources. YMCA Awards may sanction a centre in line with our published Sanctions Policy should it be identified as appropriate to protect learners undertaking qualifications, to protect public confidence in YMCA Awards qualifications and to protect YMCA Awards' compliance with regulatory requirements.

Use of unapproved assessment resources

Centres must use YMCA Awards' published assessment resources unless prior approval has been granted for centre devised assessment resources. If a centre uses assessment resources that differ from YMCA Awards' published resources and they do not provide an equivalent assessment, or an assessment that meets the qualifications assessment strategy YMCA Awards may apply a sanction in line with the Sanctions Policy.

Where a centre uses unapproved assessment resources a centre may be required to complete corrective actions before undertaking any further learner assessments. The application of sanctions may also impact the centre's risk and compliance rating, leading to increased EQA monitoring and intervention to support reducing any elevated risk rating assigned.