



# Reynolds

## Training Services

<b>POLICY NAME</b>	Fair Assessment Statement			<b>POLICY NUMBER</b>	Po-022-RTS
<b>EFFECTIVE DATE</b>	November 2023	<b>NEXT REVISION</b>	November 2024	<b>VERSION NUMBER</b>	1.1

VERSION HISTORY				
VERSION	AUTHOR	REVISION DATE	DESCRIPTION OF CHANGE	APPROVED BY
1	John Reynolds	June 2023	Policy Implemented	John Reynolds
1.1	Andrew Reynolds	November 2023	Competence Performance updated	John Reynolds

**Approved by:** John Reynolds  
**Position:** Managing Director  
**Date:** 15<sup>th</sup> November 2023

**Approved by:** Andrew Reynolds  
**Position:** Centre Manager  
**Date:** 15<sup>th</sup> November 2023



### Statement on Assessment

Reynolds Training Services Ltd aims to provide an assessment framework which provides all learners, delegates or learners with the opportunity to achieve their full potential by the most appropriate and direct route.

Our assessment policy is based on the concepts of equality, diversity, clarity, consistency & openness. We will endeavour to ensure that all our assessment processes are fair and non-discriminatory.

### What Learners Can Expect From Us

1. Assessment will be a test of:
  - a. Practical Performance (What they are able to do);
  - b. Knowledge & Understanding.
2. For any particular course, every student will be assessed using the same overall set of exercises and criteria;
3. Assessments will be standardised across different assessors to ensure that all learners, delegates or learners have been judged against the same standards;
4. Learning outcomes, performance criteria and other significant elements of learning and assessment will be made clear at the outset of a course and when assignments are given;
5. Constructive and focused feedback will be given on all areas assessed. The feedback provided will include written and verbal, encouraging and expanding the delegate.

### What We Expect From Learners

1. Learners are expected to meet deadlines for coursework & assignments;
2. All evidence, assignments and tests submitted for assessment or marking must be the delegates own work.

### Measuring Competent Performance

When judging 'Competence' assessors working for RTS use the following definition:

*'Competence is a combination of practical and thinking skills, experience and knowledge. It means the ability to undertake responsibilities and to perform activities to a recognised standard on a regular basis.'*

**Source:** Process Safety Leadership Group final report

Assessment approach in terms of demonstrable evidence, assessment practice and style does additionally need to be tailored to the range of different qualifications we utilise within Reynolds Training Services Ltd to ensure the learner receives the most conducive guidance and support through structured programmes, sessions, plans, and associated learner exercises. Please refer to these related documents for each particular qualification.