

Qualification Review Policy

Table of Contents

Introduction 3

Scope 3

Purpose 3

Review context..... 3

Policy updating and reviewing 4

Policy version and owner 4

Regulatory references..... 4

Introduction

One of our regulatory obligations is to regularly review all of our qualifications to ensure that continuous quality assurance is proactively promoted across the lifecycle of all of our qualifications.

Scope

This policy is aimed at CIOL Qualifications' staff and the users of our qualifications.

Purpose

In order to demonstrate our commitment to providing a future proofed portfolio of qualifications that are designed and delivered in accordance with regulatory conditions, we aim to operate a rolling system of qualification reviews periodically, the purpose of which is to evaluate and continually improve the qualifications offered by CIOL Qualifications.

Part of our qualification reviews is to seek feedback from our users, whether they are candidates, employers, centres or our examiners. Feedback is essential to help us keep our qualifications valid, fit for purpose and user friendly. We gather feedback in various ways such as online surveys and letters of support which then feeds into our internal review activity.

Review context

Reasons that we may review our qualifications are multiple, for example:

- changes to regulatory frameworks
- future proofing a qualification
- responding to sector changes
- alternative ways in which to deliver the qualification and assessment
- the need to enhance our approach to the development, delivery and award of a qualification so that it remains appropriate
- responding to information, comments and complaints received from users.

Even when major changes are not required we review our qualifications systematically on a cycle of five years, or more frequently as necessary giving due regard to any credible evidence that suggests a change in the approach to the development, delivery and award of qualifications is required.

However if this evidence indicates the need comprehensive alterations to the delivery and assessment, it would be withdrawn in line with our Qualification Withdrawal Policy found on our website.

Policy updating and reviewing

All policies relating to CIOLQ will be updated on an 18-month cycle or sooner as required.

Policy version and owner

Policy review date	October 2024
Policy owner	Responsible Officer

Regulatory references

Ofqual General Conditions of Recognition
Condition D3 – Reviewing approach
Qualifications Wales
Condition D3 – Reviewing approach