

Access to Higher Education – Diploma Specification 2013

Provider Documentation



Document	NEW Doc Ref	Previous Doc Ref	Document Type	Usage	Format
Mandatory Guidance Documents – for Providers and Moderators					
QAA The Access to Higher Education Diploma Specification 2013	Sep-13	-	Guide	Presents the generic requirements for achievement of the Access to HE Diploma. Presents the technical specification of the Diploma and minimum requirements for student achievement.	PDF
QAA The Access to Higher Education Diploma Specification 2013 – FAQs document	Feb-14	-	Guide	Frequently Asked Question responses relating to the QAA Access to Higher Education Diploma Specification 2013	PDF
QAA Grading Scheme Handbook (Index, and Sections A to E): Section A: Introduction and summary Section B: The grade descriptors Section C: Using the grade descriptors in assessment Section D: Moderation and standardisation Section E: Student results and awards board	Index and Sections A to E 01/09/2013	Index and Sections A to E 01/01/2012	Guides	Explains key features of the QAA grading scheme.	PDF
QAA Tutor's Quick Guide to Grading	Feb-12	Feb-12	Guide	A practical guide for anyone working as a tutor on an Access to HE Diploma course. A quick introduction for tutors who are new to Access to HE, and a reminder for those who have already some staff training or development on	PDF

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				the grading scheme.	
Open Awards Access to HE Provider Handbook	Open Awards Access to HE Provider Handbook	VGF	Guide	The handbook draws out key information from the QAA documents and provides a set of requirements, processes and documentation to regulate delivery, assessment, quality assurance and reporting achievement for the Access to HE Diplomas validated as part of the Open Awards Regional Programme.	PDF
		MGF			
		APMG			
Access Diploma Equivalence List September 2014 (<i>obtainable upon request from Open Awards</i>)	Sep-14	-	Spreadsheet Tool	Allows providers to cross check old diploma units against the new diploma equivalent.	PDF
Guidance for TA3 Grade Analyser Spreadsheet			Guide	A practical guide how to complete the TA3 Analyser Spreadsheet document.	PDF
Mandatory Documents for Providers to Support Delivery and Internal Verification Record Keeping for the new specification Access to HE Diploma					
TA1A - Assessment Strategy Planning Sheet	TA1A	Single TA1	Form	TA1A – details the plan of the assignments to be used for the assessment of the diploma units.	Word
TA1B – Assessment Mapping Record	TA1B		Form	TA1B plans the assignments and applies grade descriptors (if graded unit). Maps the assignments to the assessment criteria. Plans the evidence of achievement. Confirmed by IV when they complete their IV1 form.	Word

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Providers must elect to use either the separate versions or the Merged Versions – not both	TA2AG Assignment Brief Covering Sheet	TA2AG	Single TA2	Form	A separate assignment briefing for learners. There are 2 versions – one for use with graded units and one for use with <i>ungraded</i> units.	Word
	TA2AU Assignment Brief Covering Sheet	TA2AU				
	TA2BG Assignment Feedback Sheet	TA2BG	Single TA2	Form	A separate Assignment Feedback sheet - captures Tutor/assessor feedback. There are 2 versions – one for use with graded units and one for use with <i>ungraded</i> units.	Word
	TA2BU Assignment Feedback Sheet	TA2BU				
	TA2G Assignment Brief Covering Sheet & Assignment Feedback Sheet	TA2G	Single TA2	Form	A combined assignment briefing for learners, which ALSO captures assignment submission, progress and Tutor/Assessor feedback on the one document. There are 2 versions – one for use with graded units and one for use with <i>ungraded</i> units.	Word
	TA2U Assignment Brief Covering Sheet & Assignment Feedback Sheet	TA2U				
TA3G Group Grade Unit Profile		TA3G	TA3	Form	Tracks learner group assignment completion and grading. There are 2 versions – one for use with graded units and one for use with <i>ungraded</i> units.	Word
TA3U Group Non-Grade Unit Profile		TA3U				
IV1 Pre-Delivery Verification of Assessment Strategy		IV1	IV1	Form	Used by IVs to document their verification of potential issues around assessment planning and design for each unit, before delivery begins. Feedback to Originator with Actions.	Word

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TA3 Grade Analyser Spreadsheet	-	-	Spreadsheet	Working document to highlight peaks in Grading. <i>You will need to make the Spreadsheet working document available to your Moderators for discussion during their visits. Open Awards may also request a copy of your on-going TA3 Grade Analyser Spreadsheet working document as part of its on-going investigations into grading analysis.</i>	Excel
IV2G Verification of Assessment Evidence (Graded)	IV2G	IV2	Form	Documents learners/units verified by the IV as part of their planned sample. Outlines identified best practice to be shared and actions for the Tutor/Assessor to address.	Word
IV2U Verification of Assessment Evidence (Ungraded)	IV2U				
IV3 Verification Action Plan and Review	WITHDRAWN – <i>combined into revised IV2 forms</i>	IV3	Form	Outlines actions for the Tutor/Assessor to address as a result of the IV checks – to be reviewed with the Tutor/Assessor.	Word
Suggested Standardisation Documents for Providers					
Provider Standardisation Event Activity Sheet	SAS	-	Form	Used to document Provider Standardisation activity tasks in centres – completed forms to be retained for Open Awards Moderator visits.	Word
Provider Standardisation – Outcome Feedback Form	SOF	-	Form	Used to document outcomes of Provider Standardisation events in centres – completed forms to be retained for Open Awards Moderator visits.	Word

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Mandatory Final Awards Board Documents for Providers					
Agenda and Documents required for the Final Awards Board	ADFAB	ADFAB	Guide	Provides guidance about the format of the FAB meeting, the standard Agenda that must be followed, and the documentation that must be available for the meeting.	PDF
Minutes for the Final Awards Board	MINFAB	MINFAB	Form	Standard format for Providers to record the Minutes of the Final Awards Board Meeting. <i>Must be submitted to AVA within 5 working days of the FAB meeting.</i>	Word
Request Documents					
Diploma Past Achievement Form - Credit Transfer Request Form	CTF	-	Form	Form to be completed by provider for any learner for who they wish to present previously achieved units/credits towards the new Diploma. <i>The Form must be completed and agreed prior to the learner being registered; requests cannot be considered after this time. Please use the Access Diploma Equivalence List Sept 2014 spreadsheet tool to check unit equivalence eligibility.</i>	Word
Request for an Aegrotat of an Access to HE Diploma	RFFA	RFFA	Form	Form to be completed by provider for any learner for whom an Aegrotat Award is being requested.	Word

Document	NEW Doc Ref	Previous Doc Ref	Document Type	Usage	Format
Request for a Learner Extension	RFLE	RFLE	Form	All assessed work required from learners for certification must be completed before the Final Moderation Visit to allow for Confirmation of the Award of Credit at the Final Awards Board. Form to be completed <i>in exceptional circumstances</i> and emailed to Open Awards by 31st May , for consideration by the Access to HE Committee. Decisions will be confirmed in writing prior to the date of the Final Awards Board.	Word
Request to use Exemptions or Equivalents and Level 3 Achievement Outside of the Regional Programme	REEP	REEP	Form	Form must be submitted by the end of October for consideration by the Access to HE Committee.	Word
Learner Referral (within the duration of the course) Request Form	LRR	-	Form	This form must be completed by the provider for <i>each</i> learner for whom a Referral is being requested within the duration of the course, i.e. a student who has made an unsuccessful resubmission for a unit. Completed forms and associated supporting evidence <u>must</u> be made available to the Pathway Moderator at the visit closest to the request (whether or not a referral has been approved) and must be made available at the Final Awards Board.	Word

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Learner Referral Request (to the Final Awards Board) Form	RRF	-	Form	This form must be completed by the provider for <i>each</i> learner for whom a Referral is being requested at the Final Awards Board, i.e. a student who has made an unsuccessful resubmission for a unit. The purpose of Referral is to allow the Final Awards Board members to consider whether a further opportunity for resubmission should be allowed, and if so, what the particular requirements of that resubmission must be.	Word
Access to HE - Centre Request for Award of Credit Amendments	RACA	-	Form	To be completed by a provider for dealing with enquiries concerning changes to completed RACs and amendments to the Award of Credit following certification.	Word