

# Foundation Course Framework

## **The programme is fit for purpose and addresses the requirements essential for competence as outlined within the RJC's Practice Registration Frameworks**

The course / qualification has clear aims, objectives and learning outcomes

The content of the course/qualification covers the performance criteria, knowledge and understanding set out in the RJC's Practice Registration Frameworks

The content links to the aims, objectives and learning outcomes

The course/qualification includes assessment of individual learners, which is fair and used to inform learner development

## **Robust learner assessments are undertaken**

The assessment is valid and covers the learning outcomes

The assessment is reliable and provides evidence of the learner's performance across the learning outcomes

The assessment is current, determining that the learner is competent now

The assessment is sufficient, demonstrating consistency of performance over time

Assessment to include observation of work-based performance

## **Internal quality assurance is in place to ensure fairness and consistency of assessment**

Assessments are checked for standardisation and consistency

The learning process meets the diverse needs of individual learners and supports them in completing the course/ qualification

Suitable staff are responsible for internal quality assurance

Feedback is provided to delivery staff towards ensuring the ongoing high quality and fairness of assessments

The course/qualification is subject to quality assurance monitoring by an independent body

## **Learners and staff understand the requirements of the course/qualification**

Information is provided to learners and staff involved in the course/qualification regarding its content, the likely time required for learning and associated roles and responsibilities

Information is provided to learners explaining the purpose of the assessments and the learner's role in the assessment process

## **An appeals procedure is in place which is clear, fair and communicated**

The appeals process is set out clearly, explaining the actions to be taken by the appellant and associated timescales

Information regarding the appeals process is provided to all learners and staff

## **Learner progress is tracked and recorded accurately**

Systems are in place to record the details of learners' entry on to the course/qualification, the progress of assessments and completions