

	Document Title	Methods of Assessment for Training Courses		
	Doc. Number	TRA-PRO-011	Doc. Owner	Head of Training and Development
	Author	Angela Byrne	Revision	Rev. 08
	Reviewed by	Angela Byrne	Approved by	John Kelly
	Next Review Date	11/09/2026	Approved Date	11/09/2025

1. Policy Statement

At Shorcontrol Safety we value the service we provide to our learners and are committed to the continuous delivery of a positive learning experience for all. Our learners can reasonably expect that at Shorcontrol Safety we follow our published assessment procedures. Furthermore, these procedures are fair, consistent and fit-for-purpose and we comply with our legal obligations in the conduct of our assessment processes.

Fair and consistent assessment of learners is embedded in Shorcontrol Safety's training culture. Many of our courses consist of a hands-on approach to learning and practical application of lesson plans, and so there are various forms of assessment depending on the relevant course and/or subject matter. We have implemented a robust verification method that aims to apply consistency of assessment across all our training courses.

Our policy acknowledges the right of the learner to request reconsideration of assessment marks when they believe that one or more of these expectations have not been met. We aim to be completely transparent towards the resolution of any discrepancies that may arise.

2. Purpose

The purpose of this procedure is to explain how Shorcontrol Safety uses assessments in qualifying learners for achieving accreditation, upon successful completion of training courses offered at Shorcontrol Safety.

3. Scope

This procedure will apply to all training courses which use assessments to measure a learner's competency in a specific training course or subject matter and to all members of staff and tutors who are involved with the assessment portion of training courses.

4. Definitions

Term	Definition
Objective Structured Clinical Examination (OSCE)	Practical assessment method designed to allow learners to perform tasks and skills as they would be applied in real-world scenarios.
First-Aid Response (FAR)	A course designed to train learners how to administer first-aid response prior to a victim receiving professional medical treatment.
Pre-Hospital Emergency Care Council (PHECC)	An independent statutory agency with responsibility for standards, education, and training for FAR and CFR courses offered at Shorcontrol Safety.
City & Guilds	An educational organization which develops and accredits safety courses.
SOLAS	A Republic of Ireland state agency which develops and accredits safety courses.
Construction Skills Certification Scheme (CSCS)	The Construction Skills Certification Scheme provides for the training, assessment, verification, and registration of non-craft operatives within the construction sector.

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Institution of Occupational Safety and Health (IOSH)	A global organization, composing of health and safety professionals, which develop and accredits safety courses.
Cardiac First Response (CFR)	A course designed to train a minimum level of basic life support in CPR and the uses of an AED/defibrillator.
Registered Institute	An institute (Shorcontrol Safety) which is accredited to administer training programs, including awarding certificates and awards, on behalf of another organization.

5. General Procedure Guidelines

5.1 Selection of Assessment Method & Paperwork

- Each course, which requires that learners demonstrate understanding and competency within a subject will have its own unique assessment method.
- All courses which Shorcontrol Safety is authorised to administer for on the behalf of third-party governing bodies will have their assessment method designed by said governing body.
- Admin staff enclose assessment paperwork in a sealed envelope and place it in the course pack.
- All assessments should be sealed within an envelope and only opened by the tutor at the start of the assessment.
 - Course Pre and Post Checklist
 - Learner Witness Form

5.2 Shorcontrol Safety In-House Courses

- Theory Assessment: Multiple-choice questionnaires; designed and/or approved by the Head of Training and Development.
 - Requires a 50% or higher mark for a passing grade.
- Practical Assessment: Practical sheets, which detail how a learner is to perform a specific action or course of action; designed and/or approved by the Head of Training and Development.
 - Requires an 80% or higher completion mark for a passing grade.

5.3 City & Guilds

- Theory Assessment: A & B questionnaires downloaded from *Wall Garden*.
 - Requires a 65% or higher mark for a passing grade.
 - Practical Assessment: Practical sheets downloaded from *Wall Garden*.
- All items listed on the practical sheet are to be completed to the satisfaction of an external assessor for a passing grade.
- Learner Portfolio: Are to be completed and submitted to City & Guilds when a learner has satisfied a passing mark for all required assessments.

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5.4 Institution of Occupational Safety and Health (IOSH)

- Theory Assessment: A & B questionnaires are downloaded from the *IOSH System*.
 - Requires a 55% or higher mark for a passing grade.
- Assignment Assessment: A project assignment, designed by IOSH for each particular course, is downloaded from the *IOSH System*.
 - Requires a 55% or higher mark for a passing grade.
- Tutors grade the assignment; tutors must use IOSH supplied marking sheets to assure assignment is graded correctly and consistently.
- The marking sheets will give a guidance in to what acceptable written answers will qualify a learner to receive a passing mark.

5.5 SOLAS Safe Pass

- Theory Assessment: Multiple Choice and A & B questionnaires are downloaded from SOLAS System.
 - Requires that the learner answers 14 or more questions correctly out of 20 in order to receive a passing grade.
- Learner Portfolio: Are to be completed and submitted to SOLAS when required.

5.6 SOLAS CSCS Signing, Lighting and Guarding at Roadworks

- Theory Assessment: Multiple Choice and A & B questionnaires are downloaded from SOLAS System.
 - Requires that the learner answers 14 or more questions correctly out of 20 in order to receive a passing grade.
- Classroom Assessment: Assessment sheets are downloaded from SOLAS System.
 - Filled out by the tutor while learners are attempting to complete the assessment.
 - Requires that the learner demonstrates 16 or more skills out of 23 proficiently in order to receive a passing grade.
- Practical Assessment: Practical assessment sheets are downloaded from SOLAS System.
- Learner will receive a passing grade at the discretion of the tutor's professional assessment of which skills the learner is either proficient or deficient in exhibiting.
- Learner Portfolio: Are to be completed and submitted to SOLAS when required.

5.7 SOLAS CSCS Location of Underground Services

- Theory Assessment: Multiple Choice and A & B questionnaires are downloaded from SOLAS System.

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- Requires that the learner answers 14 or more questions correctly out of 20 in order to receive a passing grade.
- Practical Assessment: Practical assessment sheets are downloaded from SOLAS System.
- Learner will receive a passing grade at the discretion of the tutor’s professional assessment of which skills the learner is either proficient or deficient in exhibiting.
- Learner Portfolio: Are to be completed and submitted to SOLAS when required.

5.8 SOLAS CSCS Health and Safety at Roadworks

- Theory Assessment: Multiple Choice and A & B questionnaires are downloaded from SOLAS System.
 - Requires that the learner answers 14 or more questions correctly out of 20 in order to receive a passing grade.
- Learner Portfolio: Are to be completed and submitted to SOLAS when required.

5.9 SOLAS CSCS 3-Day New Entrant Slinger/Signaler

- Practical Assessment: Practical assessment sheets are downloaded from SOLAS System.
 - Learner must exhibit 8 errors or less in order to receive a passing grade
- Learner Portfolio: Are to be completed and submitted to SOLAS when required.

5.10 SOLAS CSCS 1-Day Slinger/Signaler

- Theory Assessment: Multiple Choice and A & B questionnaires are downloaded from SOLAS System.
 - Requires that the learner answers 21 or more questions correctly out of 30 in order to receive a passing grade.
- Practical Assessment: Practical assessment sheets are downloaded from SOLAS System.
- Learner must not exhibit more than 8 errors in order to receive a passing grade.
- Learner Portfolio: Are to be completed and submitted to SOLAS when required.

5.11 SOLAS CSCS Mobile Access Tower Operating Assessment Program

- Theory Assessment: Multiple Choice and A & B questionnaires are downloaded from SOLAS System.
 - Requires that the learner answers 18 or more questions correctly out of 25 in order to receive a passing grade.
- Practical Assessment: Practical assessment sheets are downloaded from SOLAS System.

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- Learner will receive a passing grade at the discretion of the tutor’s professional assessment of which skills the learner is either proficient or deficient in exhibiting.
- Learner Portfolio: Are to be completed and submitted to SOLAS when required.

5.12 SOLAS CSCS Basic Scaffolding Course

- Theory Assessment: Multiple Choice and A & B questionnaires are downloaded from SOLAS System.
 - Requires that the learner answers 21 or more questions correctly out of 30 in order to receive a passing grade.
- Practical Assessment: Practical assessment sheets are downloaded from SOLAS System.
 - Learner must not exhibit more than 8 errors in order to receive a passing grade.
- Learner Portfolio: Are to be completed and submitted to SOLAS when required.

5.13 SOLAS CSCS Telescopic handler Operator (Experienced)

- Theory Assessment: Multiple Choice and A & B questionnaires are downloaded from SOLAS System.
 - Requires that the learner answers 21 or more questions correctly out of 30 in order to receive a passing grade.
- Practical Assessment: Practical assessment sheets are downloaded from SOLAS System.
- Learner will receive a passing grade at the discretion of the tutor’s professional assessment of which skills the learner is either proficient or deficient in exhibiting.
- Learner Portfolio: Are to be completed and submitted to SOLAS when required.

5.14 SOLAS CSCS Site Dumper Operator (Front Loading; Experienced)

- Theory Assessment: Multiple Choice and A & B questionnaires are downloaded from SOLAS System.
 - Requires that the learner answers 21 or more questions correctly out of 30 in order to receive a passing grade.
- Practical Assessment: Practical assessment sheets are downloaded from SOLAS System.
 - Learner must not exhibit more than 8 errors in order to receive a passing grade.
- Learner Portfolio: Are to be completed and submitted to SOLAS when required.

5.15 SOLAS CSCS Mini-Digger Operator

- Theory Assessment: Multiple Choice and A & B questionnaires are downloaded from SOLAS System.

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- Requires that the learner answers 21 or more questions correctly out of 30 in order to receive a passing grade.
- Practical Assessment: Practical assessment sheets are downloaded from SOLAS System.
 - Learner must not exhibit more than 8 errors in order to receive a passing grade.
- Learner Portfolio: Are to be completed and submitted to SOLAS when required.

5.16 SOLAS CSCS 180 Excavator (Experienced)

- Theory Assessment: Multiple Choice and A & B questionnaires are downloaded from SOLAS System.
 - Requires that the learner answers 21 or more questions correctly out of 30 in order to receive a passing grade.
- Practical Assessment: Practical assessment sheets are downloaded from SOLAS System.
 - Learner must not exhibit more than 8 errors in order to receive a passing grade.
- Learner Portfolio: Are to be completed and submitted to SOLAS when required.

5.17 SOLAS CSCS 360 Excavator (Experienced)

- Theory Assessment: Multiple Choice and A & B questionnaires are downloaded from SOLAS System.
 - Requires that the learner answers 21 or more questions correctly out of 30 in order to receive a passing grade.
- Practical Assessment: Practical assessment sheets are downloaded from SOLAS System.
 - Learner must not exhibit more than 8 errors in order to receive a passing grade.
- Learner Portfolio: Are to be completed and submitted to SOLAS when required.

5.18 Pre-Hospital Emergency Care Council (PHECC) Cardiac First Response (CFR)

- Practical Assessment: Community CFR sheet is supplied by PHECC.
- Community CFR sheet is completed and then graded by Shorcontrol Safety.

5.19 PHECC FAR

- Theory Assessment: A 20 question, multiple choice questionnaire, either A or B, exam will be obtained from PHECC.
 - Learners have 30 minutes to complete the exam.
 - Requires a 60% or higher mark for a passing grade.

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- If a learner obtains a 55-59%; the tutor will mediate by verbal assessment; if the learner fails to reach a 60% or higher after mediation, then they will be required to re-take the theory.
- If the learner fails to obtain a 60% or higher mark on their re-taken assessment, then they will have to re-take the whole course prior to be allowed to attempt the assessment again.
- Practical Assessment: Community CFR sheets and five (5) OSCE sheets are obtained from PHECC.
- Tutors conduct practical OSCE while recording observations for each learner on the provided Community CFR and OSCE sheets.
- The tutor can record observations either during or retrospectively at the end of the course.
 - Requires a 90% or higher mark on each sheet for a passing grade.

5.20 PHECC CFR Instructor

- Theory Assessment: Theory Paper for CFR Community Level, which contains 20 questions, is obtained from PHECC.
 - Requires a 90% or higher mark for a passing grade.
- Practical Assessment: Community CFR sheet is supplied by PHECC.
- Community CFR sheet is completed and then graded by Shorcontrol Safety.
 - Requires a 100% mark for a passing grade.
- Monitoring Assessment: A monitoring process is arranged which will include two separate monitoring events.
- The learner must show evidence of participating in both monitoring events by using the *CFR Instructor Student Record* sheet.
- The first (1st) monitoring event involves the learner shadowing an experienced tutor for the duration of a whole course.
- The learner will deliver some sections of the course under the supervision and direction of the tutor.
- The second (2nd) monitoring event involves the learner delivering the full course under the supervision of an experienced tutor.
- The tutor will grade the learner using the *CFR Instructor Student Presentation Marking* sheet.
- In the event that a learner is unsuccessful in passing the course, mediation will be completed by the tutor.
- If the learner is still unsuccessful in passing after mediation takes place, then the learner must re-sit the full course.
- Upon successfully passing the course, the Head of Training and Development will sign both of the learners' monitoring sheets.

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5.21 PHECC CFR Instructor Refresher

- Theory Assessment: Theory paper for CRF Community Level, which contains 20 questions, is obtained from the Registered Institute (Shorcontrol Safety).
 - Requires a 90% or higher mark for a passing grade.
- Practical Assessment: Community CFR sheet is supplied by PHECC.
- Community CFR sheet is completed and then graded by the tutor on behalf of the Registered Institute (Shorcontrol Safety).
 - Requires a 100% mark for a passing grade.
- Monitoring Assessment: A monitoring process is arranged which will include two separate monitoring events.
- The learner must show evidence of participating in both monitoring events by using the *CFR Instructor Student Record* sheet.
- The first (1st) monitoring event requires that the learner present a module, of the tutor's choice, of the CFR Visual Media prior to the start of the course.
- The second (2nd) monitoring event requires that the learner delivers the full course under the supervision of an experienced tutor.
- The tutor will grade the learner using the *CFR Instructor Student Presentation Marking* sheet.
- In the event that a learner is unsuccessful in passing the course, mediation will be completed by the tutor.
- If the learner is still unsuccessful in passing after mediation takes place, then the learner must re-sit the full course.
- Upon successfully passing the course, the Head of Training and Development will sign both of the learner's monitoring sheets.

5.22 PHECC First-Aid Response (FAR) Instructor

- Theory Assessment: A 20 question, multiple choice questionnaire, either A or B, exam will be obtained from PHECC.
- Learners have 30 minutes to complete the exam.
 - Requires a 95% or higher mark for a passing grade.
- If a learner obtains 90-94%; the tutor will mediate by verbal assessment; if learner fails to reach a 95% or higher after mediation, then they will be required to re-take the full course.
- Practical Assessment: Community CFR sheets and OSCE sheets are obtained from PHECC.
- Tutors conduct practical OSCE while recording observations for each learner on the Community CFR provided and five (5) OSCE sheets.
 - Requires a 100% on each sheet for a passing grade.

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- Monitoring Assessment: A monitoring process is arranged which will include three separate monitoring events.
- The learner must show evidence of participating in all monitoring events by using the *FAR Instructor Student Record* sheet.
- The first (1st) monitoring event involves the learner shadowing an experienced tutor for the duration of a whole course.
- The learner will deliver some sections of the course under the supervision and direction of the tutor.
- The second (2nd) monitoring event requires that the learner delivers a theory and a practical section of the course while under the supervision of the tutor.
- The third (3rd) monitoring event requires that the learner delivers the full course under the supervision of the tutor.
- The tutor will grade the learner's performance using the *FAR Instructor Student Presentation Marking* sheet.
- In the event that a learner is unsuccessful in passing the course, mediation will be completed by the tutor.
- If the learner is still unsuccessful in passing after mediation takes place, then the learner must re-sit the full course.
- Upon successfully passing the course, the Head of Training and Development will sign both of the learner's monitoring sheets.

5.23 PHECC Refresher FAR Instructor

- Theory Assessment: A 20 question, multiple choice questionnaire, either A or B, exam will be obtained from PHECC.
- Learners have 30 minutes to complete the exam.
 - Requires a 95% or higher mark for a passing grade.
- If a learner obtains 90-94%; the tutor will mediate by verbal assessment; if learner fails to reach a 95% or higher after mediation, then they will be required to re-take the full course.
- Practical Assessment: The learner prepares to deliver one module of the tutors choosing of the FAR course prior to the start of the course.
- The tutor will grade the learner's performance of the course preparation using the *FAR Instructor Student Presentation Marking* sheet.
- Practical Assessment: Community CFR sheets and OSCE sheets are obtained from PHECC.
- Tutors conduct practical OSCE while recording observations for each learner on the Community CFR provided and five (5) OSCE sheets.
 - Requires a 100% on each sheet for a passing grade.

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- Monitoring Assessment: A monitoring process is arranged which will include three separate monitoring events.
- The learner must show evidence of participating in all monitoring events by using the *FAR Instructor Student Record* sheet.
- The first (1st) monitoring event requires that the learner deliver a module of the course during a course's training or assessment day.
- The second (2nd) monitoring event requires that the learner deliver a theory and practical section of the course under the supervision of an experienced instructor.
- The third (3rd) monitoring event requires that the learner will deliver the full course under the supervision of an experienced tutor.
- The tutor will grade the learner's performance using the *FAR Instructor Student Presentation Marking* sheet.
- In the event that a learner is unsuccessful in passing the course, mediation will be completed by the tutor.
- If the learner is still unsuccessful in passing after mediation takes place, then the learner must re-sit the full course.
- Upon successfully passing the course, the Head of Training and Development will sign both of the learner's monitoring sheets.

5.24 QOI Manual Handling Instructors

- Skills Demonstration 60%: In the skills demonstration, candidates will be assessed in skills in the following areas:
 - Carry out a range of manual handling techniques and apply to manual handling tasks.
 - Analyse learner's performance of manual handling techniques.
 - Give effective instruction in practical manual handling.
 - Deliver effective presentation.
 - Candidates should demonstrate the skills with due care and attention. A checklist will be used to assess the above range of skills and assessment will be carried out by the tutor.
- Examination (Theory Based) 20%: This is a theory-based examination of approximately 90 minutes duration that assesses the candidate's ability to recall and apply theory and understanding of components from units 1, 2 & 3, requiring responses to a range of short answer questions. The learner must achieve at least 16 correct answers to pass the assessment. Candidates will be required to complete the exam in writing or verbally.
- Assignment 20% (to be completed during learners self-directed time approximately, 20 hours): Each candidate must present an assignment which demonstrates their understanding of unit 3 and ability to carry out a manual handling risk assessment, discuss a case study or devise a lesson plan. The assignment should identify theoretical understanding and practical application on a range of specific learning outcomes in unit 3. The assignment

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must be presented in written or type format. The brief will require the learner to present information in relation to the above-mentioned areas. The assignment will be given to the delegates at the end of the course and must be submitted 2 weeks following course completion.

5.25 Lantra

5.26 IPAF

5.27 Administering Assessments

- All theory test and practical OSCE sheets are to be contained in a large, sealed envelope, which is delivered to the course assessor as part of the course paperwork pack prior to the administration of the assessment.
- All unused assessment papers, along with all completed course paperwork, are to be returned to the Administrative Course Coordinator after the training and assessment has been administered.
- Appropriate space will be provided between each learner for the theory assessments.
- The assessor will be vigilant in reprimanding unwanted conduct from learners.
- No notes or workbooks will be used during the theory portion of any course's assessment.
- Learners will not be guided, advised, or prompted by the assessor in order to gain an advantage when partaking in any assessment.
- Only clarifying information relevant to the assessment question will be given to the learner.

5.28 Additional Supports for Students

- Shorcontrol Safety will make arrangements, that is all reasonable and practicable, for learners who may require additional support in order to be given an equal opportunity of completing the assessment of any course.
- These arrangements must not hinder the integrity of the program, nor can it impose unnecessary burdens on other learners' learning experience and outcomes.
- These arrangements must ensure that they are in accordance with the company's *Equality, Diversity & Inclusion Policy*.
- These arrangements must adhere to the legislative and the corresponding governing body's requirements and allowances for support.
- A learner who requires additional support must make the request known to Shorcontrol Safety at the time in which they book the course with the company.

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- Shorcontrol Safety will do all that is reasonably practicable in honoring the request if it is made on the day on which the course or assessment begins.
- Shorcontrol Safety may elect to postpone the learners start date if the additional support cannot be produced in such short notice.
- In the event that a learner cannot take the assessment on the day allocated, if agreed and arranged with the tutor/assessor, the learner may take the assessment at an agreed date/ time within a maximum of 4 working weeks from course completion.
- If a date cannot be agreed within four working weeks, the learner will have the option to retake the course and/or assignment at their own cost.

6. Responsibilities

Employee Title/Classification	Responsibility
Directors, Top Management & Senior Management	To ensure the necessary resources are available within the organisation for the implementation of this policy. To ensure the contents of this policy are implemented effectively. To investigate and act upon any breaches or violations which may arise or be reported in relation to this policy.
Employees/ Staff/ Instructors/ Sub-contractors	To adhere to the requirements set out in this policy. To report any breaches or violation of this policy to top/senior management for investigation and resolution.
Internal Quality Assessor (IQA)	To ensure the documentation including assessment materials, produced for and from courses, adhere to the QA processes as required by the relevant awarding organisations, auditing companies, internally and various NGO accreditations.
Learners/ Delegates	To adhere to the requirements set out in this policy. To report any breaches or violation of this policy to instructor/employees/staff for investigation and resolution.

7. Enforcement

Employee Title/Classification	Responsibility
General Manager	Has the discretion of determining the repercussion on the discovery of any member of staff, tutors, managers, visitors, or subcontractor's breach or violation of this policy. Has the discretion of determining the repercussions on the discovery of a manager or assigned responsible personnel's failure to enforce or follow this policy or its procedures.
Managers and Heads of Departments	Has the discretion of determining the repercussions on the discovery of any subordinate or learner's breach or violation of this policy.
Internal Quality Assessor (IQA)	Has the discretion of determining the respective repercussions on the discovery of any tutor/assessor in breach or violation of this policy.

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8. Related Information and Documents

Document ID	Title
ADM-POL-001	Malpractice and Maladministration Policy
GEN-POL-010	Data Protection and Privacy
TRA-POL-002	Fair and Consistent Assessment of Learners
TRA-POL-017	Teaching & Learning Policy

9. Procedure Review

This policy shall be reviewed when:

- There is a change of General Manager at Shorcontrol Safety.
- There is a change in any of the related policies or procedures found in section 8. *'Related Information & Documentation'* of this document.
- As prescribed in Shorcontrol Safety's policy and procedure review schedule.
- As determined or requested by the General Manager at Shorcontrol Safety.

Revision Date	Author with Title	Description
14/01/2020	Adam Romans; Safety, Health, and Quality coordinator	Update of assessment requirements; format standardization.
14/08/2023	Angela Byrne; QHSM	Update of document and codes in section 8.
11/09/2024	Angela Byrne; QHSM	Addition of QQI MH instructors course assessments.
11/09/2025	Angela Byrne; QHSM	Inclusion of IPAF and Lantra assessment requirements