

## COVID-19 Statement

### **Overview**

Up-Skilled Limited (hereafter Up-Skilled) continue to monitor and respond to the current position and impact of Coronavirus Disease 2019 (hereafter Covid-19) Worldwide. Up-Skilled recognises that the position is constantly changing and continues to develop on a daily basis and as such, this policy is under constant review.

Up-Skilled's response is to follow the official Government information on the Government Website. <https://www.gov.uk/coronavirus>

### **Health and Safety of those involved in the Qualification Process**

Up-Skilled is committed to protecting the Health and Safety of our staff and candidates.

Up-Skilled have identified and implemented measures to ensure staff are protected from Covid-19 and have adapted business operating methods to ensure normal business continues to function to support our partners and candidates.

Covid-19 secure procedures are in place for registrations, certificate printing and certificate posting as well as processes for examinations and all general enquiries.

Up-Skilled will continue to review our assessment and quality assurance methods to ensure it promotes safe and fair practice in line with the Government direction.

Reviews will be committed to promote the protection and the Health and Safety of all those involved in the Qualification process.

Up-Skilled will act responsibly to review our operating methods for planning, supporting, assessing and internally quality assuring evidential products presented for Qualification portfolios which will at all times comply with the guidance and direction from Government and Public Health Authorities.

### **Assessment Methods**

Up-Skilled have reviewed our method of assessment in view of the risks associated with the Covid-19 Health Crisis and the need for social distancing whilst ensuring the evidence submitted meets the high standard required to meet the qualification material.

Up-Skilled have reviewed and implemented operating methods for observation methods and interactions with Learners, Assessors and IQA staff.

Up-Skilled have developed working practices which proactively work to prevent any contact which could increase the risk of virus transmission.

Up-Skilled have considered assessment methods and methods of achieving outcomes particularly utilising digital products and technology where possible to facilitate assessment and quality assurance.

Up-Skilled have adopted a fair and flexible approach to assessment and observation methods to assist candidates in being able to continue to provide evidential products during this period whilst committing to minimise the number of unnecessary visits to the worksite and carry out observations remotely wherever possible. We are committed to ongoing research as to how this can be achieved including but not limited to:

- Professional Discussion
- Substantial use of technological products to facilitate
- Openness to new technologies
- Witness testimony as opposed to direct observations
- Evidential products
- Candidate Statements to cover reflective practice
- Workbook tasks/Coursework
- Work Product evidence
- Question and Answer products
- Feasibility of access to site CCTV footage

Where site visits are required, site guidance on social distancing and hygiene will be sought out as part of visitors induction and adherence to track and trace measures.

Throughout this period, it remains imperative to show that all products remain valid, authentic, current, sufficient and reliable.