

Learning & Assessment Policy

Reviewed: February 2026

PART ONE

General Statement of Policy, Duties & Responsibilities

1.1 Policy Statement

Vertex Learning Hub is committed to delivering high-quality learning and fair, inclusive, and robust assessment practices that support learner achievement, progression, and positive outcomes. This Learning & Assessment Policy outlines how teaching, learning, and assessment are planned, delivered, and reviewed to meet the needs of learners while complying with CPD standards, awarding organisation requirements, and relevant regulatory expectations.

Learning and assessment at Vertex Learning Hub are learner-centred, inclusive, and designed to promote engagement, achievement, and continuous development. All staff involved in learning delivery and assessment share responsibility for maintaining high standards and ensuring consistency, validity, reliability, and fairness.

This policy applies to all learning programmes, delivery methods (including face-to-face, blended, and online learning), staff, associates, and learners.

This policy will be reviewed annually or sooner in response to changes in legislation, CPD requirements, awarding organisation guidance, or internal quality review findings.

1.2 Aims of the Learning & Assessment Policy

The aims of this policy are to:

- Promote high-quality, effective teaching and learning;
- Ensure assessment practices are fair, valid, reliable, and transparent;
- Support learners to achieve their full potential;
- Ensure consistency in assessment decisions;
- Meet CPD and awarding organisation standards;
- Support continuous improvement in learning and assessment practice.

PART TWO

Principles of Learning

2.1 Learner-Centred Approach

Vertex Learning Hub adopts a learner-centred approach that:

- Recognises individual learner needs, backgrounds, and learning styles;
- Promotes equality, diversity, and inclusion;
- Encourages active participation and engagement;
- Supports learners to take responsibility for their own learning.

2.2 Inclusive Learning

Learning activities and resources will:

- Be accessible and inclusive;
- Take account of additional learning needs where identified;
- Avoid discrimination and promote respect and equality;
- Be adapted where reasonable to support learner success.

2.3 Teaching and Learning Methods

A range of teaching and learning methods may be used, including:

- Tutor-led sessions;
- Group discussions and activities;
- Practical tasks and case studies;
- Independent study and reflective activities;
- Digital and online learning tools.

Methods will be selected to suit the learning outcomes, learner needs, and programme requirements.

PART THREE

Assessment Principles and Practice

3.1 Principles of Assessment

All assessment at Vertex Learning Hub will be:

- Fair – treating all learners equally;
- Valid – assessing what it is intended to assess;
- Reliable – producing consistent outcomes;
- Sufficient – providing enough evidence to meet standards;
- Authentic – reflecting the learner’s own work;

- Transparent – clearly explained to learners.

3.2 Assessment Planning

- Learners will be informed of assessment requirements at the start of their programme;
- Assessment methods will align with learning outcomes and standards;
- Assessment plans will be realistic, structured, and learner-focused;
- Opportunities for formative assessment and feedback will be built in.

3.3 Assessment Methods

Assessment methods may include:

- Written assignments;
- Professional discussions;
- Observations;
- Reflective accounts;
- Practical demonstrations;
- Projects and portfolios.

Assessment methods will be appropriate to the programme, learner, and standards being assessed.

3.4 Feedback to Learners

- Feedback will be timely, clear, and constructive;
- Feedback will identify strengths and areas for improvement;
- Learners will be supported to act on feedback;
- Feedback will promote reflection and development.

PART FOUR

Roles and Responsibilities

4.1 Tutors and Assessors

Tutors and assessors are responsible for:

- Delivering high-quality teaching and learning;
- Assessing learner work in line with standards and guidance;
- Providing clear and constructive feedback;

- Maintaining accurate assessment records;
- Participating in quality assurance and standardisation activities.

4.2 Internal Quality Assurer (IQA)

The IQA is responsible for:

- Monitoring assessment practice;
- Sampling assessment decisions;
- Supporting consistency and standardisation;
- Providing feedback and development to assessors;
- Ensuring compliance with CPD and awarding organisation standards.

4.3 Learners

Learners are responsible for:

- Engaging actively in learning activities;
- Completing assessments honestly and on time;
- Using feedback to improve performance;
- Raising concerns or requesting support where needed.

PART FIVE

Quality Assurance of Learning & Assessment

5.1 Monitoring and Review

The quality of learning and assessment will be monitored through:

- Observation of teaching and learning;
- Assessment sampling;
- Learner feedback;
- Achievement and progression data;
- Staff reflection and review.

Findings will inform staff development and continuous improvement planning.

5.2 Malpractice and Maladministration

Vertex Learning Hub has procedures in place to prevent and address malpractice and maladministration. Any concerns will be investigated promptly and managed in line with awarding organisation and CPD requirements.

PART SIX

Policy Review and Communication

This policy will be:

- Communicated to all staff and learners;
- Made available on request;
- Reviewed annually;
- Updated in response to quality reviews, feedback, or changes in requirements.

Approved by Vertex Learning Hub Management

Signed: _____

(Director / Centre Lead)

Date: _____