



# DRAFT Standardisation Policy

October 2025



**The  
Workforce  
Development  
Trust**



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## 1. Purpose

This policy outlines SFJ Awards' approach to standardisation and sets out the expectations of its Centres and partners to support the quality, consistency, and credibility of our qualifications.

Standardisation is essential to maintaining the value of SFJ Awards qualifications. It ensures that assessment decisions are valid, reliable, and consistent over time and across assessors.

## 2. Definitions

“Standardisation” is the process used to ensure that the assessment criteria for a qualification, unit, or component are interpreted and applied consistently by all those involved in assessment and quality assurance.

Effective standardisation supports fair assessment and ensures consistent outcomes regardless of the Centre, assessor, or learner.

“Centre” means any organisation approved by SFJ Awards to assess any part of an SFJ Awards qualification assessment or apprenticeship assessment.

## 3. Centre Responsibilities

For the purpose of this policy ‘Centre’ means any organisation that assesses learner work towards an SFJ Awards apprenticeship or qualification.

SFJ Awards requires Centres to engage with standardisation activity as part of their ongoing quality assurance processes. The roles and responsibilities below reflect this commitment:

### 3.1. Tutors and Assessors

- Participate in Centre-led standardisation activities as part of continuing professional development (CPD).

### 3.2. Internal Quality Assurers ('IQAs')

- Organise and facilitate regular standardisation activities for assessors.
- Retain evidence of internal standardisation activity for External Quality Assurers (EQAs).

- Contribute anonymised samples for external standardisation events upon request. These samples must:
  - Clearly state the unit title and unit reference number, or details of the apprenticeship standard.
  - Identify the specific assessment criteria (for qualifications) or Knowledge, Skills or Behaviour (for apprenticeships) that has been assessed.
  - Include the relevant assessment brief.

### **3.3. Centre Management**

- Ensure compliance with this policy as part of the approved Centre agreement with SFJ Awards.
- Oversee the implementation and effectiveness of internal standardisation activity.

## **4. SFJ Awards Responsibilities**

To ensure consistency and regulatory compliance, SFJ Awards will carry out the following activity:

### **4.1. Internal Quality Assurance ('IQA') of End-Point Assessors**

SFJ Awards will internally quality assure the performance of our apprenticeship assessors. This will include:

- Feedback and support to assessors.
- Development of action plans where improvements are required.

### **4.2. External Quality Assurance ('EQA') of Centres**

Through EQA activity (of both Centre-assessed qualifications and Centre-assessed elements of apprenticeships), SFJ Awards will ensure:

- Centre assessment decisions are valid, fair, and reliable
- Internal quality assurance systems are effective
- Appropriate standardisation activity is in place, especially where multiple assessors are involved

SFJ Awards will monitor EQA reports and act on any recurring issues across Centres,

### **4.3. Standardisation of EQA and Assessor Practice**

SFJ Awards will conduct regular standardisation activity to ensure that assessors and EQAs operate in line with our expectations. This may include standardising:

- Reporting formats and content
- Communication with Centres
- Professional conduct during assessment or quality assurance activity.

### **4.4. Standardisation of EQA and Assessor Judgements**

SFJ Awards will facilitate activities that help assessors and EQAs reach a common understanding when making assessment and EQA decisions. These will include:

- Comparative review of assessment evidence
- Group discussions and consensus-building activities
- Feedback on sample evidence

### **4.5. Providing Guidance**

Following standardisation activity, SFJ Awards will share guidance with assessors, EQAs, and/or Centres to clarify expectations and support consistent practice as required.

## **5. Monitoring**

SFJ Awards' Quality and Standards Committee will monitor the effectiveness and outcomes of standardisation activity over time, as part of the organisation's self-evaluation arrangements.

## **6. Policy Review**

This policy is reviewed regularly to ensure it remains current and compliant with:

- Feedback from Centres and stakeholders
- Lessons learned from standardisation and quality assurance activity
- Regulatory updates or changes in legislation

All reviews and updates to this policy are subject to approval by SFJ Awards' Quality and Standards Committee.

## 7. Contact Us

For queries or feedback about this policy, please contact:

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