

Resources Policy

Abstract

This policy outlines the principles, and guidelines to ensure appropriate and sufficient approved learner resources are made available to all learners studying Active IQ qualifications

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1. Introduction

Active IQ offers a range of supporting resources for its qualifications. These resources have been developed by subject matter experts at the correct level for each qualification using appropriate vocabulary and terminology and covering all required learning outcomes.

As a minimum, each qualification is supported with qualification guidance, standardised assessments and assessor guidance. In addition, the qualifications may also be supported with teaching resources, manuals or eManuals, and eLearning. Further details on which resources are available for each qualification can be found in the Active IQ fees list. This policy outlines each type of resource and its intended use.

It is the centre's responsibility to ensure that appropriate and sufficient approved learner resources are made available to all learners studying Active IQ qualifications, including access to hard copy/eManuals or eLearning to support live delivery arrangements.

2. Resources

2.1. Qualification guidance

This is a publicly available document that can be found on our website and through our centre management system. The qualification guidance outlines the purpose of the qualification, entry requirements for learners, guided learning hours, total qualification time and centre approval requirements, as well as detailing the units, learning outcomes, assessment criteria and assessment methods. This is a non-chargeable resource.

2.2. Learner achievement portfolio

This is a partially restricted document that can only be accessed by Active IQ approved centres through our centre management system. Learner achievement portfolios contain standardised assessments developed specifically for each Active IQ qualification. This ensures each learner is assessed consistently and across all the learning outcomes contained within the qualification to the level of the assessment criteria using the most appropriate assessment methods. Learner achievement portfolios are available as editable PDFs, and printed hard copies may be available on request. This is a non-chargeable resource.

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2.3. Specific assessment guidance

This is a restricted document that can only be accessed through our centre management system by centres approved by Active IQ to deliver the named qualification. The specific assessment guidance provides detailed information to centres on how to administer each assessment for the named qualification. This includes information on the assessment requirements, standardised marking guidance and minimum pass and reassessment requirements. Specific assessment guidance documents are only available as PDFs. This is a non-chargeable resource.

2.4. Lecture pack

Within a lecture pack, there is a range of teaching resources. For example, these can include lesson plans, schemes of work, PowerPoint presentations, handouts and classroom activities. These will differ between qualifications and have been developed to suit the content of the qualification and the expected delivery model. Lecture packs are restricted to centres approved by Active IQ to deliver the named qualification and will be sent out by our Customer Service team once approval has been granted. While the lecture packs have been branded by Active IQ, these resources are editable, and it is expected that centres will adapt the Active IQ-developed source material to reflect their own delivery models and to meet the needs of their learners. These resources can be amended or changed without additional permission from Active IQ. This is a non-chargeable resource.

2.5. Manual/eManual

Learner manuals have been developed to support the minimum content and requirements of the qualification. The content has been developed by subject matter experts at the correct level, using appropriate vocabulary and terminology as prescribed for the level of demand of the qualification. Manuals contain text, images, photos, learning and revision activities. It is important to note that while all the learning outcomes of a qualification are included with a manual, the manual has not been designed to replace tutor-led learning.

Manuals are available in hard copy form and can be purchased through the Active IQ webshop or as eManuals available through Active IQ's LMS platform. The content of Active IQ manuals are protected by copyright and should not be used outside the purchase agreement. This is a chargeable resource.

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2.6. eLearning

eLearning is available through Active IQ's LMS platform and has been developed to support the minimum content and requirements of the qualification. eLearning gives learners the opportunity to study remotely while allowing tutors to see at a glance how their studies are progressing. The platform is a highly interactive learning tool designed to fully engage learners and enliven the learning process with video, audio and written content as well as interactive activities and learning checks. It is important to note that while all the learning outcomes of a qualification are included with the eLearning, it has not been designed to replace tutor-led learning. The content of Active IQ eLearning is protected by copyright, and learner logins should not be shared between learners or cohorts, or the eLearning used outside the purchase agreement. This is a chargeable resource.

2.7. Digital resource access

2.7.1. Learner access

Learner access to all Active IQ eResources (eLearning and/or eManual) will be granted for a period of two years from the date of enrolment (date access to the platform was granted).

Access to the eResource will automatically cease at the end of this period, and it is the centre's responsibility to communicate this to their learners. Should a learner require extended access to an eResource after this period of time, the centre will then need to formally request an extension on behalf of the learner by emailing the Customer Experience team. Please note that this may incur a fee.

2.7.2. Tutor access

For any centres that purchase eLearning and/or an eManual for their learners, Active IQ offers tutors/assessors who are approved to deliver or assess the related qualification free access to relevant eResource(s) to help them support/assist their learners. Centres can request tutor/assessor access to any eResource where they meet all the following criteria:

- The centre must be approved to deliver the qualification
- The individual tutor/assessor must be approved to deliver / assess the qualification
- The centre purchases the eResource for learners

This can be requested by completing this [form](#). It is the centre's responsibility to inform Active IQ of any staff changes so that eResource access is only provided to relevant staff.

2.7.3. Trials

Active IQ understands that some centres may wish to review eResources prior to adoption/purchase. To support this, Active IQ provides complimentary seven-day access to

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any of its eResources that a centre is approved to deliver. To request this, centres should in the first instance contact their allocated Business Development team member who will facilitate account creation and access.

3. Implementation and dissemination

This policy will be implemented immediately upon approval and available on Active IQ website.

4. Monitoring arrangements

This policy will be reviewed in three months by relevant Active IQ and NCFE colleagues to ensure document is aligned and fit for purpose following full integration of Active IQ.

5. Data retention

This policy does not involve the gathering of any personal data; therefore, no data retention timelines or requirements are needed.

6. Contact us

If you have any queries about the contents of the policy, please contact our support team on:

E: csteam@activeiq.co.uk

T: +44(0)1480 467 950

T: +44(0)845 688 1278

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