



1.3.8 Assessment by Third Parties

Procedure code and title:	1.3.8 Assessment by Third Parties
Policy area:	1.3 Assessment of Learners
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Purpose

The purpose of this procedure is to outline how KWETB ensure fairness and consistency in assessment in the procurement of services of an individual or individuals (third party) to carry out assessment of learners.

Scope

This procedure applies to all FET Provision and FET Provision FET Provision-Second Providers. There is an integrated single policy, with integrated procedures for FET Provision and FET Provision-Second Providers.

Preamble

KWETB services are supplemented through procurement of the services of second providers where internal services cannot meet the training or education needs of specific industries, specific awards, learner cohorts or in a particular geographical location. FET Provision-Second Providers is undertaken on behalf of Training Services with Contracted Training/Community training, Local Training Initiatives, National Learning Network and are the subject of legal contracts with KWETB. FET Provision-Second Providers are expected to demonstrate the effectiveness of their own Quality Assured provision, and to adhere to KWETB policy where this is relevant/appropriate. FET Provision-Second Providers carry out assessment of learners for awards associated with their delivery. KWETB may, from time to time procure the services of an individual or individuals (third party) to carry out assessment of learners.



Procedure – 1.3.8 Assessment by Third Parties

1	KWETB should follow the policy and procedures of the Office of Government procurement when identifying a second provider or third party to conduct assessment.
2	KWETB's representative should ensure that roles and responsibilities are clearly delineated.
3	KWETB's representative should ensure that the third party's policies and procedures for quality assurance of assessment are appropriate and are aligned with KWETB's policies.
4	KWETB's representative should ensure that an agreement with the third party is in place regarding the application of quality assurance.
5	KWETB's representative should ensure that there is an agreement with the third party about the design and use of specific assessment instruments. These can be provided by the third party in which case, they must be able to show that these instruments have been validated/approved by an umbrella body. Alternatively, the third party may have been procured to administer assessment using instruments developed by KWETB services.
6	KWETB's representative should ensure that clear communication, monitoring and reporting arrangements are drawn up and included in a contract (agreement).
7	The third party's employees should communicate at regular agreed times with KWETB's representative, reporting on a suite of agreed items pertinent to the assessment.
8	The third party, or its employees should assess evidence provided by learners.
9	KWETB's representative should assign Internal Verifiers and External Authenticators to determine whether the processes applied by the third party are consistent with national standards.



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