

## **An Outline of William Morris and Brookfield House Sites' partnership in the Delivery of ASDAN Qualification**

As ASDAN units are currently being delivered across both sites, a plan for a structured partnership is needed to ensure consistency and quality in the delivery of ASDAN qualifications. The following agreement outlines the two sites' commitments to each other.

-The students' units will be tracked using the standardised tracking sheets across both sites and updated on the shared drive.

-A joint staff meeting involving assessors across both sites will be held at the beginning of the academic year to make sure that all teachers have necessary information to deliver ASDAN units during that school. At the meeting, external feedback will be discussed to highlight strengths and address areas for improvement. Important dates and deadlines will be shared with staff.

-Three internal verifications will be carried out across both sites during the academic year. The first IV will happen before the autumn half-term to verify that assessors have chosen suitable units to deliver. The second IV will be just before the spring half-term. Staff will be expected to have one unit completed per student by this point in time, so that quality of work can be verified using the IV checklist and necessary improvements can be made. The third IV will be just before the summer half-term. All units need to be complete by this date and again the quality of the work will be verified.

-The ASDAN coordinator will make assessors aware of important dates and organise joint meetings between the sites after each round of Internal Verifications to review areas of strength and improvement. The Coordinator will maintain records on the shared drive that are accessible across both sites. Additionally, the Coordinator will submit units for external moderation for students across both sites.

Robert Laflamme

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