



## **Access to Assessment Policy**

**Jenflow Systems Ltd access to assessment includes the provision of a range of resources. These are:**

### **Pre Reading-Documentation (emailed upon booking)**

Trainees will be given Pre Reading-Documentation prior to the training outlining information and beneficial knowledge on the products to ensure a smoothly run training session and cover the basis of the training session. They will also receive instructions regarding start times & information on what clothing they are required to wear.

### **Hard Copy Manuals**

Hard copy manuals will be provided during the course for the trainees to keep.

### **Access to Aims and Objectives on website of the course**

Trainees will have access to the aims and objectives of the training Jenflow Systems Ltd provides on the Jenflow website ([www.jenflow.co.uk](http://www.jenflow.co.uk)) along with all necessary documentation/policies.

### **Learner support**

Here at Jenflow Systems Ltd we have a flexible approach to the needs of our learners and trainees. We accommodate to all trainees implementing extra help and explanation during the training period for those with learning difficulties. This will be done through methods such as a one-to-one explanation of the hard copy manual and answering questions where required.

We will issue enrolment forms upon arrival which will allow our trainees to highlight any dietary needs and special requirements including learning. The enrolment form will also be available prior to attendance of the training when booking online through the Jenflow website. This enables us at Jenflow Systems Ltd to ensure we are providing a sterling service whilst also giving us feedback to be flexible in future training sessions adjusting to common needs of our trainees.

## **Developed Assessment Records**

Our assessment records will show:

- Trainee's Name
- Date of the assessment
- The mark given by the 1<sup>st</sup> marker
- The mark given by the 2<sup>nd</sup> marker
- Achieved outcome whether Pass or Fail
- Trainees signature signed on arrival for assessment.
- Assessor's / Trainers signature.

The written knowledge assessment will be open book. Our reasoning for this method is Jenflow Systems Ltd believes it is the truest reflection of how the trainee will operate once they have passed the assessment, using the training manuals provided during the training programme when on the job.