

## GTI Local Course Assessment Specification Set-up in the Data Management System

Person Responsible: Quality Specialist

### 1. Purpose

This procedure prescribes the processes to ensure the approved Course Assessment Specifications are set-up in the Data Management System based on approved tools and timelines, and that they are recorded and approved accurately, effectively and in a timely manner.

### 2. Related Policy

- Results and Reporting
- Assessments Moderation

### 3. Related Documents (Rules, Guidelines, Flowcharts, Forms)

- Assessment Procedures
- Course Descriptors

### 4. Procedures

| Step   | Responsible  | Outcome                                 | Location (Optional)       |
|--|--|---|---------------------------|
| 1. Results and Reporting deadlines are consulted and approved prior to being published. Dates are based on the | Quality Specialist/<br>Business Development Manager. | the Results and Reporting deadlines are | Trainee Management System |

|  |                    |                                     |  |
|--|--------------------|-------------------------------------|--|
| approved Course Calendar.  |                    | published for each training period  |  |
| 2. Local course assessments are planned and approved by the Quality Specialist in liaison with the external consultant prior to the start of the course. | Quality Specialist | All Course assessments are approved | Communication with external consultant |
| 3. Approved Course Assessment Specification shared with trainers and learners  | Quality Specialist | Shared Assessment                   | Learners Manual/ Induction             |

## 5. Application

People:

- All training and administrative staff of GTI involved in assessment.
- Learners and stakeholders

## 6. Key Dates

First Approved:

This Version Approved:

Next Review Date: