

The Performance Group

Maximising performance everywhere we can!



HumanPerformance....developing skills since 2002!

Please note: References to **The Performance Group Limited** - from now on referred to as **TPGL** - include all brands, trading styles and trading names of the company.

Detailed assessment procedures will be provided to each candidate at the point of enrolment for each EDI Endorsed Qualification. However, the assessment principles for all learning programmes will be as follows:

Multiple Choice Papers – Levels 2 & 3: All multiple choice tests will be conducted under exam conditions and contain from 30 to 40 questions depending on the learning programme, subject content and level being studied. The aim of the multiple choice paper is to test knowledge areas covered during the learning programme. Multiple choice papers are designed and prepared by the Chief Assessor and reviewed by James Turner prior to submission for accreditation. All multiple choice papers will be marked by the Chief Assessor and who will check the marking a further two times before the final mark is recorded.

Internal Verification: Another TPGL assessor will check the Chief Assessors addition on 100% of all multiple choice papers and internally verify 20% of each programmes multiple choice papers by carrying out a re-mark. Multiple choice question papers and answers will be kept securely at the offices of TPGL for the period required by EDI.

Candidates that do not achieve the minimum score demanded by the multiple choice paper will be provided with an opportunity to re-sit the exam without additional cost.

Written Assignments – Levels 2 & 3: Each Level 3 – and in some instances Level 2 - learning programmes will require the completion of a written assignment. Written assignments are designed to allow the candidate to demonstrate their knowledge and understanding in each of the learning outcomes identified for the particular learning programme and to demonstrate the appropriate evaluation and reflection demanded by the learning outcomes. Candidates will be provided with a deadline for submission of their written assignment and once this deadline has passed each assignment will be marked by a trained and approved TPGL assessor against pre-agreed criteria in line with the learning outcomes.

Non Graded Qualifications: Most Endorsed Qualifications will offer "Pass" or "Fail" only and therefore candidates that achieve the minimum score on their multiple choice papers and meet 100% of all the learning outcomes in their assignment will achieve the EDI Endorsed Qualification that they were entered for.

Graded Qualifications: Where an Endorsed Qualification is graded, candidates will need to achieve the minimum score on their multiple choice papers and meet the required standards of the Endorsed Qualification to achieve the "Pass", "Merit" or "Distinction" as provided for within the submitted and approved accreditation application.

The following brands are all trading names of The Performance Group Limited

Human Performance	HR Performance	Recruit Performance	Retail Performance	World Wide Web Performance	Printing Performance
----------------------	-------------------	------------------------	-----------------------	-------------------------------	-------------------------

The Performance Group

Maximising performance everywhere we can!



Internal Verification of Written Assignments: The Chief Assessor will internally verify 20% of all assessed assignments for each programme delivered. If less than 10 candidates undertake a programme, then a minimum of two assignments will be internally verified. Records will be maintained of this internal verification process. Written assignments, referrals and all feedback sheets will be kept securely at the offices of TPGL for the period required by EDI.

Candidates that do not meet all the learning outcomes will be provided with detailed structured and constructive feedback from the assessor and will be allowed one further opportunity to provide additional work or a new assessment in an attempt to achieve the standard required without additional cost.

All Staff supporting the achievement of EDI Endorsed Qualifications are suitably qualified, internally trained and/or occupationally competent for the role that they undertake. There is a structured process of continual professional development within TPGL to ensure all staff maintain skills, competence and quality of service. This is monitored through appraisal and performance reviews.

The following brands are all trading names of The Performance Group Limited

Human Performance	HR Performance	Recruit Performance	Retail Performance	World Wide Web Performance	Printing Performance
------------------------------	---------------------------	--------------------------------	-------------------------------	---------------------------------------	---------------------------------