

OTHM Centre Staffing Requirements Policy

1. Purpose

It is the responsibility of approved centres to establish and retain a workforce of appropriate size and competence to undertake the delivery and quality assurance of qualifications they are approved to deliver.

This document offers guidance on the experience and qualifications required of each centre staff role-type.

OTHM will review centre staffing arrangements as part of its ongoing quality assurance arrangements. Note that details of centre staff, including submission of staff CVs, may be requested at any time.

Centres must update OTHM of any changes to their workforce as soon as possible using the Notification of Change form.

2. Scope

This policy applies to all centres approved to deliver OTHM qualifications.

3. Staff Requirements

Tutors and Assessors must hold a recognised / regulated qualification, in a relevant subject area, at the level of the qualification being delivered or above.

A degree of flexibility may be considered for individual roles where the centre can meet requirements across the staffing base more broadly, indicating that sufficient support, oversight and training can be applied as needed. IQAs must complete a relevant qualification within one year of commencing in the role.

Any such judgements are subject to review by OTHM.

4. Indicative Role-Specific Requirements

In addition to the requirements listed above, OTHM will consider the following indicators:

Role*	Indicative Responsibilities	Positive Indicators
Tutor	• Delivery of programme content • Interpretation of unit assessment criteria • Facilitating learning • Lesson planning • Learner support and feedback	A recognised L3 Teaching qualification, e.g., L3 Award in Education and Training (or equivalent PTLLS) or; 12 months of teaching experience in a relevant subject area
Assessor	• Design and development of internal / formative assessment materials • Evaluating learner achievement against learning outcomes and assessment criteria • Learner support and feedback cognate area	A recognised L3 Assessor qualification (part of the Training, Assessment and Quality Assurance qualifications framework), e.g. L3 Award in Assessing Vocationally Related Achievement (or equivalent A1 Award / D32/D33 Units) or; Complete a recognised L3 Assessor qualification within 12 months of approval
Lead IQA	• Management and oversight of IQA strategy • Sampling assessor judgements to ensure accuracy and consistency • Observation of teaching • Monitoring assessment practices • Assessor support and feedback • Coordinating / overseeing standardisation activity • Sharing best practice	A recognised L4 IQA qualification, e.g., L4 Award in the Internal Quality Assurance of Assessment Processes and Practice (or equivalent V1 Internal Verifier Award / D34) or; Complete a recognised L4 IQA qualification within 12 months of approval or; 12 months experience in an IQA role
IQA	• Sampling assessor judgements to ensure accuracy and consistency • Observation of teaching • Monitoring assessment practices • Assessor support and feedback	A recognised L4 IQA qualification, e.g., L4 Award in the Internal Quality Assurance of Assessment Processes and Practice (or equivalent V1 Internal Verifier Award / D34), or; Complete a recognised L4 IQA qualification with 12 months of appointment / approval

*In many cases, centre staff will undertake more than one role, e.g., Tutor *and* Assessor. Note that an IQA must not be involved in the delivery or assessment of any qualification / unit they review.

5. Continuing Professional Development

All centre staff must keep an ongoing / accurate record of any CPD activities in relevant subject areas, as well as any activity relating to assessment and IQA. Records of CPD activities may be requested at any time.

6. Conflicts of Interest

Awarding Organisations are required to take all reasonable steps to ensure that assessment of learner work is not undertaken by any person with a personal interest in the result of the assessment. As such, approved centres should not permit such assessment arrangements. Where, having taken all reasonable steps, this conflict cannot be avoided, the centre must make arrangements for the relevant assessment (or part of the assessment) to be subject to scrutiny by another person. In addition, any work assessed by a person with a conflict of interest will be subject to external sampling by OTHM. Centres must declare any such circumstances so that arrangements can be made.

7. Compliance and Enforcement

Failure to comply with this policy may result in disciplinary action or sanction in accordance with OTHM's internal procedures, up to and including withdrawal of centre approval.

Centres are responsible for demonstrating through written evidence how they have made decisions to appoint and register their Tutors, Assessors and IQAs. The use of staff members who are not approved or appropriate will lead to the application of Sanctions against the Centre.

Centres whose staff members are repeatedly found to be demonstrating unacceptable and poor-quality assurance or record keeping practices, with no acceptable signs of improvement, may be suspended or their approval removed by OTHM.

8. Contact Points

For further guidance or clarification, contact: OTHM Quality Accreditation

Email: accreditation@othm.org.uk

9. Version Control

Policy Owner: William Smith

Version: 1.0

Effective Date: July 2025

Review Date: June 2026