



ARTS AWARD

**Validation Requirements
for centres offering Arts Award
from December 2023**

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These validation requirements should be read alongside the Arts Award qualification specifications, Arts Award Toolkits and the *Best Practice Guidebook* available on the Arts Award website artsaward.org.uk.

Charity number England & Wales: 1014792

Charity number Scotland: SC049143

Patron: HRH The Duke of Kent KG

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Published by Trinity College London

Online edition, December 2023

Welcome

The requirements in this document set out the criteria all organisations are required to meet to become an Arts Award Validated Centre. Arts Award centres are validated by Trinity College London and are responsible for the successful delivery of Arts Award qualifications, ensuring the necessary policies, procedures and resources are in place and for overseeing the work of trained advisers. If an organisation needs further advice they should contact artsawardenquiries@trinitycollege.co.uk.

ABOUT TRINITY COLLEGE LONDON

Trinity College London, established in 1872, is a leading internationally recognised awarding organisation (exam board), publisher and independent education charity. We specialise in the assessment of communicative and performance skills covering music, drama, combined arts and English language.

With over 850,000 candidates a year in more than 60 countries worldwide, Trinity qualifications are specifically designed to help people progress. We inspire teachers and learners through the creation of assessments that are enjoyable to prepare for, rewarding to teach and that develop the skills needed in real life.

ARTS AWARD'S MISSION

Arts Award supports young people aged 25 and under to enjoy and take part in the arts, and connect with the wider arts world, developing creativity, communication and leadership skills.

Available at five levels – Discover, Explore, Bronze, Silver and Gold – this unique set of arts qualifications builds skills essential for success in the 21st century. Arts Award reflects many different interests and ambitions and encourages individual development. Young people can achieve an award through any arts, media or cultural activity, such as music, literature, film-making or drama, and through technical and support roles such as arts marketing, stage lighting and web design.

Arts Award is managed by Trinity College London in association with Arts Council England.

About the validation requirements

OVERVIEW OF THE CRITERIA FOR VALIDATION

Organisations that are validated by Trinity to deliver Arts Award qualifications are responsible for:

- ▶ Developing a suitable Arts Award delivery programme
- ▶ Supporting and mentoring young people to evidence their work and progress in a portfolio
- ▶ Enabling young people to meet the evidence and assessment criteria
- ▶ Assessing young people's work
- ▶ Managing programme delivery including overseeing the work of trained advisers
- ▶ Entering young people's details and results for approval
- ▶ Undertaking all of the above as part of a coherent programme supported by appropriate policies and procedures

Trinity's role is to validate an organisation and undertake external quality assurance. No organisation can deliver Arts Award qualifications until it has been validated by Trinity, and no organisation can continue to deliver them without being subject to external quality assurance.

VALIDATION

The purpose of the validation of an organisation is to enable Trinity to seek and maintain assurance that the organisation can conduct assessment on behalf of Trinity for defined Trinity regulated qualifications and enable Trinity to fulfil its responsibilities as a regulated awarding organisation.

PERIOD OF VALIDATION

Validation is an ongoing process whereby Trinity will conduct further monitoring to ensure that validated status remains current. If issues arise or evidence is found that may compromise the organisation's validated status, sanctions may be imposed, up to and including withdrawal of validation.

VALIDATION PROCESS

The validation process requires the organisation to complete an application form detailing:

- ▶ How their mission and values align with Arts Award
- ▶ How Arts Award maps to and will be embedded into the organisation's strategic plans
- ▶ The resources it will put in place to ensure it has at least one trained Arts Award adviser, and how they will be supported in their role

PURPOSE OF VALIDATION

The purpose of validation is to enable Trinity to seek and maintain assurance that the organisation:

- ▶ Can conduct the effective and accurate administration of assessments, results and certificates
- ▶ Fully understands its role and relationship with Trinity and the part it plays in enabling Trinity to make awards that meet all regulatory requirements
- ▶ Can provide and maintain a supportive learning environment to enable young people to meet the requirements of Trinity qualifications
- ▶ Has in place robust assessment processes, including arrangements to ensure the organisation has Arts Award Adviser(s), trained at the relevant qualification levels

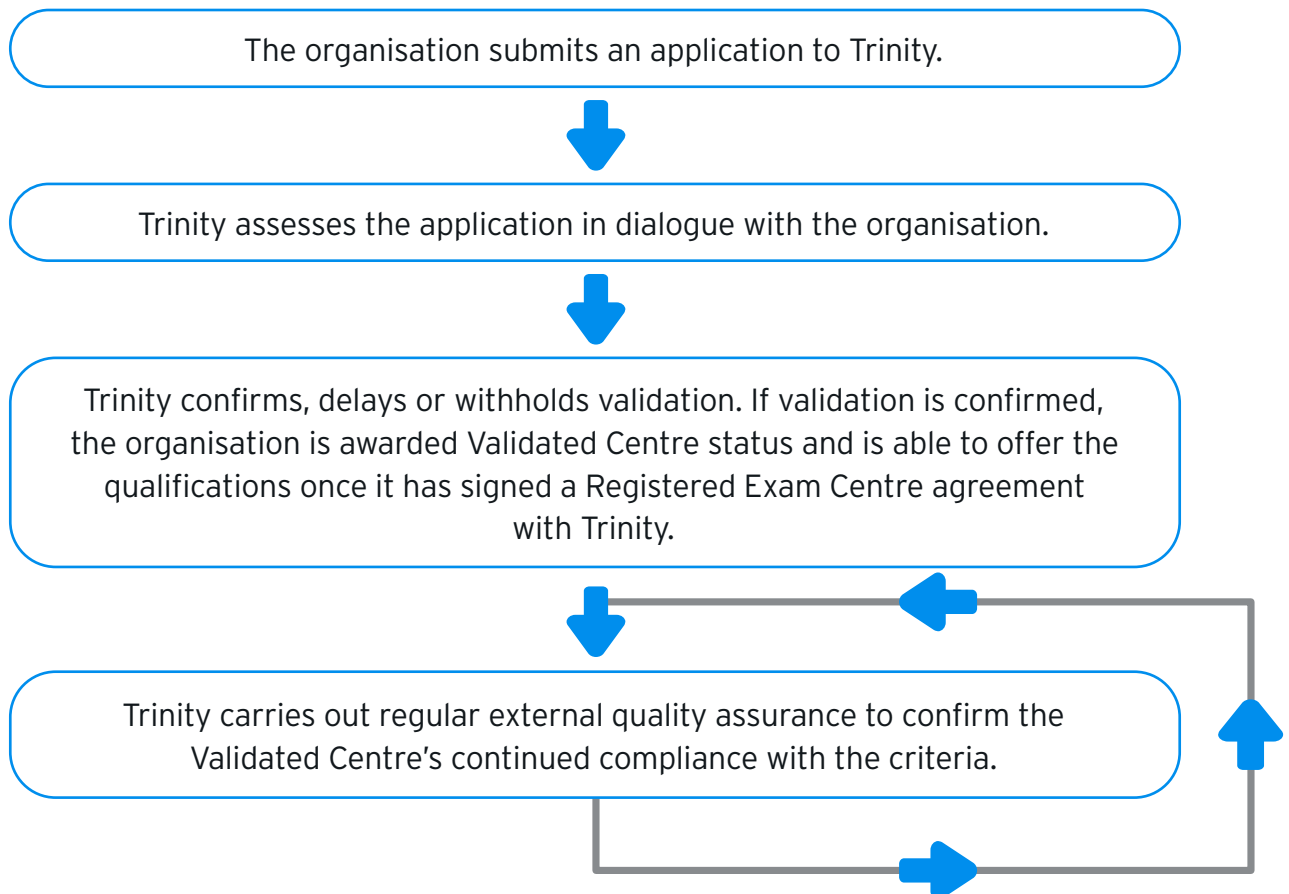
CENTRE RISK RATINGS

The centre risk ratings are:

RISK LEVEL	EVALUATION	ACTION REQUIRED
Green	<ul style="list-style-type: none"> ▶ The organisation has assured Trinity that it can confidently fulfil the centre validation requirements. 	<ul style="list-style-type: none"> ▶ No specific action but there is an expectation that ongoing monitoring will demonstrate continual improvement.
Amber	<ul style="list-style-type: none"> ▶ The organisation has assured Trinity that it can meet the validation requirements and has projected large delivery numbers. ▶ The organisation has partially assured Trinity that it can meet the centre validation requirements. 	<ul style="list-style-type: none"> ▶ The validated centre will be recommended for moderation. ▶ Development of an action plan with agreed timescales for completion, to address areas requiring improvement.
Red	<ul style="list-style-type: none"> ▶ The organisation has not assured Trinity that it can fulfil the centre validation requirements. 	<ul style="list-style-type: none"> ▶ Confirmation of validated centre status not conferred. ▶ Development of an action plan with agreed timescales for completion, to address gaps, prior to resubmission of the application.

The validation and external quality assurance process – Overview

Broadly, the validation and external quality assurance process works as follows:



FEES PAYABLE TO TRINITY

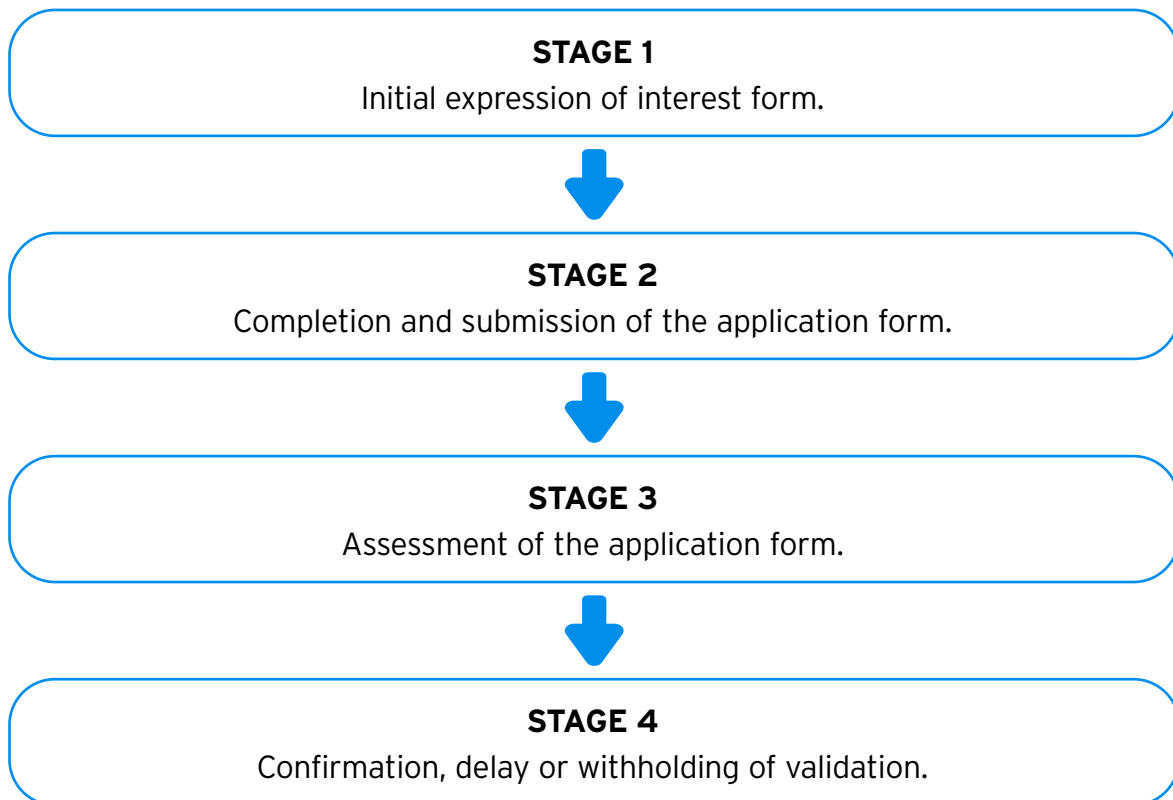
Unless otherwise stated, the following fees are payable to Trinity:

- ▶ Adviser training fees
- ▶ Qualification fees

Organisations that are validated to deliver Arts Award must have at least one trained Arts Award adviser. Individuals should select the training course most relevant to their delivery plans artsaward.org.uk/training.

When you are ready to **enter** young people for their Arts Award, you'll pay a per person qualification fee which is inclusive of certificates and moderation (where applicable). Costs depend on the level of the award you want to offer and how many young people are taking part. To find out more about costs of delivery visit artsaward.org.uk/costs.

Validation overview



STAGE 1: INITIAL EXPRESSION OF INTEREST

Before making an application, the organisation is welcome to establish contact with the Arts Award team at Trinity to gain a full understanding of what is involved in becoming a Validated Centre, and/or an Arts Award adviser, as well as information about delivering Arts Award.

artsawardenquiries@trinitycollege.co.uk

Organisations are required to submit a short initial expression of interest form, which is reviewed by the Arts Award team and confirms whether the organisation meets the minimum criteria to become a Validated Centre. This includes confirmation that the organisation is a registered business, charity or school, which is achieved by providing a Company's House number, Charity number, DFE number or Unique Tax Reference Number (if self-employed). A website address must also be provided.

The organisation and planned delivery must take place in England, Scotland, Wales or Northern Ireland. Arts Award delivery cannot take place beyond these territories.

Individuals who are self-employed must demonstrate they have their own business as a separate legal entity, and must also confirm that they have the relevant insurance and safeguarding policies in place to work with young people.

Read more about these requirements at artsaward.org.uk/helpcentre.

STAGE 2: COMPLETION AND SUBMISSION OF THE APPLICATION FORM

The organisation should complete and submit the online application form. The form asks the organisation to respond to a series of questions related to their mission and values, how Arts Award meets their strategic aims, and the resources in place to deliver and manage an Arts Award programme.

Organisations are not required to provide supporting evidence as part of the application. However, this information should be made available to Trinity if requested.

To view the questions and start your application visit artsaward.org.uk/apply.

STAGE 3: ASSESSMENT OF THE APPLICATION FORM

Each application is assessed. Once assessment is complete, Trinity may send the organisation a list of recommendations for amendments, additions and/or any additional questions related to the application, which the organisation should use to fine tune and resubmit its application. Organisations must respond to all requests for additional information and provide it in a timely manner.

If at any point during this process Trinity decides that an organisation will not be able to meet the criteria for validation, it will advise the organisation not to proceed with its application, giving detailed reasons to support this decision.

STAGE 4: CONFIRMATION, DELAY OR WITHHOLDING OF VALIDATION

Trinity will confirm in writing one of the following outcomes:

1. The application meets all of the criteria for validation, and the organisation is invited to complete their centre registration and enter into a Registered Centre Agreement with Trinity. The organisation is then formally approved as a Validated Centre.
2. The application meets most of the criteria for validation and can be validated subject to amendments specified by Trinity. The organisation and Trinity agree on a date by which the amendments will be made. If the amendments are made to Trinity's satisfaction, the organisation is invited to complete their centre registration and enter into a Registered Centre Agreement with Trinity. The organisation is then formally approved as a Validated Centre.
If the application needs to be significantly revised in order to be considered further, the organisation is invited to indicate in writing whether it wishes to proceed.
3. The application does not meet the validation criteria and validation is withheld.

VALIDATION TURNAROUND

The validation process usually takes 10 working days from receipt of the application.

ENTERING YOUNG PEOPLE FOR ARTS AWARD

Qualification fees are charged on a per-learner basis and must be paid to Trinity within 30 days of receipt of an invoice.

ASSESSMENT AND CERTIFICATION

A Validated Centre can enter young peoples' details and marks on the centre portal once the Arts Award adviser has completed the assessment of young people's work. Trinity will process the results and issue certificates. Centres are required to keep a record of their assessments and a 10% sample of portfolios each time they enter young people for the awards.

MODERATION

Centres are responsible for ensuring all portfolios have been assessed and are ready for moderation prior to entering young people for Arts Award.

Trinity select a percentage of centres for moderation based on a risk profile which can include the size of the cohort, previous moderation results and the date of last moderation. Trinity will inform the centre if moderation is required when they enter young people's details and marks into the centre portal. Trinity will provide details of how to prepare portfolios for submission to Trinity's digital portfolio submission platform.

At moderation the moderator will look at the selected sample of portfolios. Their role is NOT to reassess the work, instead they are looking for consistency of approach across the adviser's marking to determine if they agree with the assessment of the adviser.

Where the moderator agrees with the adviser's assessment, then they can validate the marking of the overall cohort.

Where the moderator disagrees with the assessments made or cannot find a pattern within the adviser's assessment, this could result in some or all of the cohort's results being affected.

Ongoing monitoring and support

As part of Trinity's quality assurance arrangements each Validated Centre may be subject to random monitoring. The purpose of this is to confirm that the organisation continues to comply with the criteria for validation as detailed in its application, that it is maintaining the standards of Arts Award delivery and assessment, and to identify good practice and areas for development.

External quality assurance has the following outcomes:

- ▶ No non-compliance issues are raised.
- ▶ Issues of non-compliance are raised. An action plan for resolution is agreed.
- ▶ Sanctions for non-compliance are imposed, which could result in the organisation's validated status being withdrawn.

MONITORING

Monitoring takes place at intervals determined by Trinity. Some or all aspects of monitoring may be carried out remotely. The monitoring serves to assure Trinity that the requirements of Validated Centre status have been maintained, improved or enhanced. The basis for further monitoring will be consideration of the current status of the centre, moderation outcomes and any other issues that may emerge, for example, complaints, malpractice incidents or poor administration.

MONITORING RISK RATING REVIEW

On conclusion of the ongoing monitoring, the Validated Centre status will be updated.

The Centre risk ratings are as below.

RISK LEVEL	EVALUATION	ACTION REQUIRED
Green	<ul style="list-style-type: none"> ▶ The organisation has continued to assure Trinity that it fulfils centre validation requirements. 	<ul style="list-style-type: none"> ▶ No specific action but there is an expectation that ongoing monitoring will demonstrate continual improvement.
Amber	<ul style="list-style-type: none"> ▶ The organisation has partially assured Trinity that it continues to fulfil centre validation requirements. 	<ul style="list-style-type: none"> ▶ Development of an action plan with agreed timescales for completion, to address areas requiring improvement. ▶ The centre may be recommended for moderation and/or further monitoring.
Red	<ul style="list-style-type: none"> ▶ The organisation has not assured Trinity that it currently meets centre validation requirements. 	<ul style="list-style-type: none"> ▶ Receipt of learner registrations, results and distribution of certificates will cease until corrective action is taken and the minimum of an amber rating is achieved.

Additional regulations and information

TRINITY'S POLICIES

Validated Centres are contractually bound to adhere to all of Trinity's policies in addition to internal policies, which are reviewed regularly and subject to periodic change. The policies cover:

- ▶ Appeals
- ▶ Complaints
- ▶ Conflicts of interest
- ▶ Invoicing
- ▶ Reasonable adjustment
- ▶ Anti-bribery and corruption
- ▶ Malpractice
- ▶ Data protection

Organisations are advised to familiarise themselves with these policies, which can be found at trinitycollege.com/policies. Failure to comply with Trinity's policies could result in sanctions for non-compliance.

CHANGES TO THE ORIGINAL APPLICATION

A Validated Centre must submit for Trinity's prior approval any significant changes it proposes to make. Such changes could include changes to key staff. Where the organisation appoints or uses different or more Arts Award advisers, they must confirm this with Trinity by updating the centre portal with this information.

If an organisation makes significant changes without submitting them for Trinity's prior approval, Trinity reserves the right to impose a revalidation check at the provider's own cost, which could result in sanctions for non-compliance. Organisations should contact artsawardenquiries@trinitycollege.co.uk if they are unsure about what might constitute a significant change.

SPOT-CHECK VISITS

If Trinity has concerns about any aspect of a Validated Centre's activity that cannot be resolved remotely, Trinity reserves the right to impose a spot-check visit, which could result in sanctions for non-compliance.

ARCHIVING

All Validated Centres are required to keep a record of their assessments and a 10% sample of portfolios each time they enter young people for the awards, for a minimum of three years after certification and in line with the organisation's own GDPR retention schedule. Organisations are also required to co-operate fully with requests from Trinity or from the regulatory body to share archived materials. Trinity's information about data protection and data retention can be found at trinitycollege.com/data-protection.

Policies

EQUAL OPPORTUNITIES

Trinity is committed to providing equality of opportunity and treatment for all and will not unlawfully or unfairly discriminate directly or indirectly on the basis of any characteristic.

Validated Centres must be able to state their equal opportunities policy.

DATA PROTECTION

Trinity is registered as a Data Controller with the Information Commissioner's Office in the United Kingdom under data protection legislation. Please see trinitycollege.com/data-protection for the most up-to-date information about Trinity's data protection procedures and policies.

CUSTOMER SERVICE

Trinity is committed to providing a high-quality service for all our users from initial enquiry through to certification. Full details of our customer service commitment can be found at trinitycollege.com/customer-service.

COMPLAINTS AND APPEALS

Validated Centres must be able to detail their policies and procedures for dealing with complaints and appeals from young people or their parent/guardians. These could include:

- ▶ Appeals against assessment outcomes
- ▶ Complaints about administrative issues
- ▶ Complaints about programme delivery and support

Organisations should note that all complaints and appeals must be reported to Trinity along with any actions that have been taken to deal with them. Trinity's policies for dealing with complaints and appeals can be found at trinitycollege.com/policies.