

Programme Standardisation Meetings

Two 'rounds' of standardisation meetings take place, in the Spring and Autumn of each year.

Standardisation is a requirement placed upon us by City & Guilds, our awarding body and is about ensuring consistency of assessment across the network of salons involved in the programme so that the assessment taking place in one salon is comparable to that taking place in all others. The standardisation system developed by Cheynes Training is based on an agenda of important issues that are agreed by the Regional Training Advisors at our spring and autumn conferences. We then and then hold two or three standardisation meetings over the two or three months following each conference - the actual number will depend on the number of salons in the region. Meetings take place with the aim of ensuring all salons in all regions are addressing all assessment and verification issues at the same time. Following the meetings, Cheynes Training sends out minutes of standardisation meetings to all active assessors.

Advantages of Standardisation Meetings include...

- Allows the cascading of new information about assessment and verification
- Sharing of good practice leading to more effective assessment and verification practice
- Improved communication leading to the speeding up of new initiatives
- Shows everyone that they are not alone with the challenges they face, many salons face exactly the same set of assessment issues
- Helps us to identify areas of potential weakness so we can recommend changes
- Monitors the development of local ideas in order to improve the programme
- Improves communication between RTAs and assessors

Each meeting includes people who are actively involved in the assessment and verification of Candidates, for example Regional Training Advisors, the salon Head of Centre, active assessors, especially those new to assessment along with those who wish to become assessors.

Cheynes Training will write to each active assessor (plus those working towards) with a choice of meeting dates, the letter will include a reply slip which the assessor returns in order to confirm which meeting they will attend. One of the RTA team hosts each meeting working through a set agenda. Following each meeting, we send to each participant a certificate of attendance for CPD purposes.

It is crucial that all assessors attend at least one standardisation meeting each year, City & Guilds have a rule that if an assessor misses two successive

meetings they are suspended from assessing until they attend a further meeting when they will be re-instated.