



# Subsite (AIM Qualifications & Assessment Group) Policy

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## 1. Policy Statement

Staff Power Training (SPT) delivers AIM Qualifications across a number of sites, venues, and delivery arrangements in addition to its main registered address. These arrangements may include employer premises, community venues, partner organisation facilities, hired rooms, or any other location at which learners are taught, assessed, or supported outside the SPT primary site.

This Subsite Policy sets out the procedures and standards SPT will follow to ensure that all such delivery locations operate with the same rigour, consistency, and quality as the main site. It establishes the governance, staffing, administration, and quality assurance frameworks that apply to every subsite and ensures that SPT meets its obligations under the AIM Centre Agreement, AIM's centre approval requirements, and Ofqual's General Conditions of Recognition. SPT acknowledges that it is fully accountable to AIM for all activities conducted at any subsite operating under its approval. This policy confirms how SPT will exercise that accountability in practice.

## 2. Scope

This policy applies to all delivery arrangements beyond SPT's main address, including but not limited to:

- *Employer or workplace-based delivery sites.*
- *Hired or leased community venues.*
- *Partner organisation premises used under a formal delivery agreement.*
- *Outreach or mobile delivery arrangements.*
- *Any other location at which AIM-registered learners are taught, assessed, or have their progress reviewed.*

This policy applies to all staff operating at or in connection with any subsite, including tutors, assessors, internal quality assurers (IQAs), administrators, and any subcontracted delivery personnel.

## 3. Policy Aims

This policy is designed to achieve the following aims across all sites and delivery arrangements:

- *To ensure that every learner, regardless of their delivery location, receives a consistent, high-quality educational experience that meets AIM's qualification requirements.*
- *To provide clear procedures for the management, delivery, and standardisation of training and staff practice across all sites.*
- *To establish accurate and compliant processes for learner registration, certification, and withdrawal at every site.*
- *To ensure robust internal verification (IV) and internal quality assurance (IQA) processes are in place and applied consistently across all sites.*
- *To maintain a clear and current record of quality site contacts, updated with AIM in line with required procedures.*
- *To maintain assessment and IV records securely and in accordance with AIM's requirements at all sites.*

## 4. Subsite Approval and the Subsite Register

### 4.1 Approval of New Subsites

Before any AIM qualification delivery commences at a new site, SPT must obtain written approval from AIM. The Quality team is responsible for initiating and managing this process. The following steps will be followed for every new subsite:

1. The Quality team identifies a potential new delivery location and completes a Training and Examination Room Assessment (TERA) form.
2. Where the site is deemed suitable, the Quality team submits a subsite approval request to AIM using AIM's designated process, providing all required information, including site address, facilities available, proposed qualifications, and the name of the designated Subsite Coordinator.
3. The Quality team monitors the approval request and follows up with AIM as needed.
4. Written confirmation of AIM approval is obtained and stored securely in the Centre's quality files and the Subsite Register.
5. Delivery at the new site may only commence once AIM approval is confirmed in writing. No learners may be assessed at an unapproved site.

### 4.2 Site Suitability Assessment

Before submitting an approval request to AIM, the Quality team will conduct an internal site suitability assessment using the Training and Examination Room Assessment (TERA) form. This assessment will confirm that the proposed site:

- *Is accessible to learners and meets relevant health and safety requirements.*
- *Has adequate, fit-for-purpose teaching and assessment space.*
- *Has appropriate facilities for secure storage of learner records and assessment evidence.*
- *Has reliable internet or communications access for administrative purposes, where required.*
- *Can support the delivery of the specific qualifications proposed.*

The completed TERA form will be retained and made available to AIM upon request.

### 4.3 The Subsite Register

The Quality team will maintain a current Subsite Register documenting all approved delivery locations. This register will be reviewed and updated at least annually and whenever a change occurs. The register will include a current TERA form for each location.

### 4.4 Closing or Suspending a Subsite

Where the Centre decides to cease delivery at a subsite, or where a site is temporarily suspended, the QAM must:

- *Notify AIM of the closure or suspension in writing at the earliest opportunity.*
- *Update the Subsite Register with the closure date and reason.*
- *Ensure all affected learners are transferred to an alternative approved site or have their registrations managed appropriately.*
- *Ensure all learner records and assessment evidence from the site are transferred securely to the main Centre.*

## **5. Management of Training Delivery and Staff Standardisation**

### **5.1 Consistent Delivery Standards**

SPT is committed to ensuring that the quality of teaching, learning, and assessment is consistent across all sites. All staff delivering AIM qualifications at any subsite must follow the same SPT policies, qualification specifications, assessment strategies, and learner support frameworks as those applied at the main site. Delivery planning, schemes of work, and lesson resources will be approved and coordinated centrally by the Quality team.

### **5.2 Staff Induction at Subsites**

All staff newly appointed to deliver at a subsite will complete a structured induction before commencing any teaching or assessment activity. The induction will be coordinated by the Quality team and delivered by the Operations lead and/or Quality team. It will cover:

- *This Subsite Policy and any SPT-related policies.*
- *The specific AIM qualification specifications relevant to the site.*
- *The SPT assessment strategy and marking standards.*
- *Learner registration, withdrawal, and certification procedures.*
- *The IQA plan and sampling expectations.*
- *Record-keeping requirements and storage procedures.*
- *Safeguarding, health and safety, and equality, diversity and inclusion requirements.*

Completion of induction will be recorded and held in the staff member's personnel file. No staff member will assess learners at a subsite prior to completing their induction.

### **5.3 Standardisation of Assessor Practice**

SPT will conduct formal standardisation activities involving all trainers, assessors and IQAs working across all sites. Standardisation ensures that assessment decisions are fair, consistent, and in line with AIM's requirements, regardless of which site the learner attends.

Minutes of all standardisation meetings will be recorded, signed by the facilitating IQA or Quality team, and retained as part of the quality record.

### **5.4 Continuing Professional Development (CPD)**

All staff delivering AIM qualifications at any subsite are expected to maintain up-to-date occupational competence and pedagogical skills via a CPD log. The Quality team will ensure that relevant AIM Standardisation materials, updates, and guidance are disseminated to all subsite staff promptly. CPD records will be made available to AIM upon request.

### 5.5 Subsite Monitoring Visits

The Quality team will conduct at least one formal monitoring visit to each active subsite per year. Additional visits will be arranged where concerns have been identified. Monitoring visits will assess:

- *The quality and consistency of teaching and assessment delivery.*
- *Compliance with this policy and all related SPT policies.*
- *The accuracy and currency of learner records and assessment documentation.*
- *The suitability and security of the site's facilities and record storage.*

A TEAR form will be completed for each visit and shared with the Operations lead and Head of Quality. Any actions identified will be tracked through the SPT quality improvement plan.

## 6. Registration, Certification and Withdrawal Across All Sites

### 6.1 Responsibility for Administration

Responsibility for all learner registration, certification, and withdrawal activity remains with the SPT central compliance team, regardless of which subsite a learner attends. All learners at subsites must be registered with AIM in the same manner and within the same timelines as learners at the main site.

Trainers/Assessors are responsible for collecting the necessary learner data and passing it to the Compliance team promptly to enable timely processing.

### 6.2 Learner Withdrawals at Subsites

Where a learner at any subsite ceases to attend, or meets any other withdrawal trigger, the following process applies:

1. The Trainer/Assessor or Operations lead identifies the withdrawal trigger and immediately notifies the central Compliance Team.
2. The Compliance team processes the withdrawal with AIM via the designated portal within five working days of notification.
3. AIM withdrawal confirmation is saved to the learner's record, and the Operations lead is informed.
4. Any assessment evidence held at the subsite is retrieved and transferred to the main SPT secure storage.
5. The Quality team records the withdrawal in the SPT quality log, noting the subsite.

### 6.3 Certificate Claims for Subsite Learners

Certificate claims for learners at any subsite follow the same process as for main SPT learners. No certificate claim may be submitted until:

- *All assessment components have been completed and marked by a qualified assessor.*
- *The IQA responsible for the site has reviewed and signed off the assessment decisions.*
- *No AIM sanctions are in place that restrict certification at that site.*
- *The learner's registration with AIM is current and active.*

The Compliance team submits all certificate claims centrally. The Quality team monitors outstanding claims across all sites via the SPT claims tracker, ensuring submission occurs within 10 working days of IQA sign-off.

## **7. Internal Verification and Quality Assurance Across All Sites**

### **7.1 IQA Coverage**

The SPT IQA plan explicitly covers every active subsite. The Quality team is responsible for ensuring that a named, qualified IQA is allocated to each subsite and that the IQA sampling plan reflects the distribution of learners and assessors across all delivery locations.

### **7.2 IQA Sampling Strategy at Subsites**

The IQA sampling strategy for subsites will meet the following minimum standards:

- *Sampling will be conducted across all qualifications delivered at each subsite.*
- *A risk-based approach will be applied, with increased sampling frequency at new or higher-risk sites.*

### **7.3 IQA Visit Process at Subsites**

Each IQA site visit will follow the SPT standard IQA procedure and will include:

1. Pre-visit: the IQA reviews the subsite's learner and assessor register and selects a representative sample of learners and assessment evidence for review, informed by the sampling strategy.
2. During the visit: the IQA reviews selected assessment evidence, observes assessment activities where possible, provides verbal feedback to assessors, and checks that records are complete and stored correctly.
3. Post-visit: the IQA completes a written IQA sampling record, notes any actions required, and submits the completed record to the QAM within five working days.
4. Actions arising from IQA visits are assigned a deadline and a responsible person, and tracked through the SPT quality improvement plan.
5. All IQA records are held centrally at the main site and made available to AIM's External Quality Assurer (EQA) upon request.

## **8. Quality Site Contacts and Updating AIM**

### **8.1 Designated Quality Contact**

Each subsite must have a named Operations lead who acts as the designated quality contact for that site. The Operations lead is responsible for local compliance with this policy and for facilitating communication between the subsite and the SPT central quality function.

### **8.2 Notifying AIM of Quality Site Contacts**

AIM requires SPT to maintain up-to-date information regarding the responsible contacts at each approved delivery site. The following process ensures this requirement is met:

<b>Trigger</b>	<b>Action Required</b>	<b>Responsible Person</b>
<i>New subsite approved</i>	<i>Submit the Subsite Coordinator details to AIM as part of the approval request.</i>	<i>Quality team</i>
<i>Change of Subsite Coordinator</i>	<i>Notify AIM in writing within five working days of the change, providing the new contact's name, role, and contact details.</i>	<i>Quality team</i>
<i>Annual review of Subsite Register</i>	<i>Confirm all site contacts are current and submit any updates to AIM as required.</i>	<i>Head of Quality</i>
<i>AIM request for contact confirmation</i>	<i>Respond within the timeframe specified by AIM and confirm or update details as required.</i>	<i>Head of Quality</i>

## **9. Storage of Assessment and IQA Records**

### **9.1 Storage Principles**

All records must be stored in a manner that is:

- *Secure - protected from unauthorised access, loss, or damage at all times.*
- *Accurate - records must be complete, legible, and reflect a true account of learner and assessor activity.*
- *Accessible - authorised SPT staff, AIM's EQA, and Ofqual representatives must be able to retrieve records promptly upon request.*
- *Compliant with GDPR - all personal data is processed and stored in accordance with the Centre's Data Protection Policy and the UK General Data Protection Regulation.*

### **9.2 Storage of Records at Subsites**

Assessment evidence and learner records should not be held permanently at a subsite. The following applies:

- *Paper-based assessment evidence may be held temporarily at a subsite during active delivery, provided it is stored in a locked, secure environment accessible only to authorised staff.*
- *All completed assessment evidence and learner records must be transferred to the main SPT secure storage within 10 working days of the completion of each unit or component, or upon the learner's withdrawal or completion of the programme.*
- *Electronic records must be stored on the SPT secure, password-protected file management system. Local storage of electronic records on subsite devices is not permitted unless those devices are encrypted, access-controlled, and authorised by the Head of Quality.*
- *The Trainer/Assessor is responsible for ensuring the timely transfer of records to the main site. The Quality team is responsible for confirming receipt and correct filing of all transferred records.*

### 9.3 Retention Periods

All records relating to AIM qualifications will be retained for a minimum of three years from the date of the learner's certification, withdrawal, or last activity, or in accordance with AIM's specified retention requirements, whichever is the longer period. Where Ofqual or other regulatory guidance specifies a longer period, that longer period will apply. The Quality team maintains a records retention schedule that identifies retention periods for each record type.

### 9.4 Access to Records for AIM and External Inspection

All records held at any site are subject to inspection by AIM's External Quality Assurer, Ofqual, or their authorised representatives. The Head of Quality is responsible for coordinating access to subsite records during any inspection, sampling, or investigation visit. Operational leads must cooperate fully with any such inspection and must not restrict access to records.

## 10. Policy Review

This policy will be reviewed annually, or more frequently if there are significant changes in legislation, working practices, or following any related incidents.