



THE WORSHIPFUL COMPANY OF FARRIERS

QUALIFICATIONS AND CREDIT FRAMEWORK - POLICIES AND PROCEDURES

Reference: Regulatory Arrangements for the QCF (August 2008).

The Worshipful Company of Farriers (WCF) is committed to ensuring that its Policies and Procedures fully meet the requirements of the Qualifications and Credit Framework (QCF) as set out in the Regulatory Arrangements (August 2008) in order that the Company gains and retains accreditation to operate as an Awarding Body within the QCF; to develop and submit units to form part of accredited qualification; and to develop Rules of Combination for accredited qualifications. This Annex draws together and expands upon the QCF specific responsibilities, policies, and procedures which may have been covered elsewhere in the Examinations Manual and the Examiners Manual. Where necessary, reference is made to Annexes which cover the relevant topic in more detail.

Diversity and Equality. The WCF is fully committed to ensuring full compliance with current legislation on Diversity and Equality. This policy applies throughout all activities from development and submission of the qualification and units and the rules of combination, through assessment to feedback and monitoring. The Registrar is responsible for ensuring that the whole of the examinations process is non-discriminatory on the grounds of race, disability, and gender. Farriery however requires a degree of physical fitness, and this is expanded on further in Appendix 4. Notwithstanding this, the colleges are encouraged to consult with organisations, groups, and individual learners both routinely and specifically following each set of examinations, and report any identified inequalities to the Registrar (Appendix 24). The Registrar will investigate and report these to the Examinations Executive Group (EEG) at the next meeting, and routinely at the November meeting. The EEG will agree any necessary action to address any identified inequalities or any barriers that may arise (examples of which are set out in the Regulatory Arrangements 2.12). Any issues identified will also be raised at the next Training Advisory Committee (TAC) for action by the WCF and other organisations and strategic partners involved in the delivery of the Advanced Apprenticeship in Farriery.

The WCF Examination may only be taken by those who have successfully completed the four year and two month Advanced Apprenticeship in Farriery and successfully completed the Farriery NVQ. Recognition of Prior Learning (RPL) is therefore not appropriate for this examination which is the prescribed qualification to allow a farrier to practice in the UK. The FRC (the industry regulator) sets and accredits the requirements for this examination which is the prescribed examination for registration as a farrier in the UK, and works closely with the NFTA.

It is confirmed that the WCF will share monitoring and evaluation data with the qualifications regulators on request (*QCF regulation 2.14*).

Meeting the Regulatory Requirements

The following paragraphs cover the WCF's procedures for: developing and submitting QCF units (including unit design) to form part of QCF accredited qualifications; developing rules of combination for accredited qualifications; and as an Awarding Organisation in the QCF. As the WCF is small awarding organisation with only a single qualification, and a staff of one, many of these procedures are completed by the Registrar and approved by or reported through the Examinations Executive Group (EEG) to the Examinations Board and thence to the Court.

Expertise

Within the UK farriery industry, most of the subject matter experts are members of or well known to the Examinations Board which includes a number of senior farrier and veterinary surgeons with extensive knowledge and experience of farriery matters. All Board members act as Examiners for Worshipful Company of Farriers examinations. The Chairman of the Board is appointed by the Court of the Worshipful Company, normally for a term of at least three years. See the Examinations Manual Paragraph 4 for more detail and an outline of the Board's responsibilities. The Registrar has responsibility for developing WCF expertise in the relevant aspects of examination regulation and where this is not available internally providing access to the individuals with QCF expertise as specified in the Reference at paragraphs 3.1, 4.1, and 5.2. The Registrar is developing QCF expertise and has access to training and guidance through strategic partners with the necessary QCF expertise. This expertise is being achieved by attending QCF related courses, seminars, and workshops as well as membership of other bodies with such expertise. These bodies and QCF training are listed at the end of this Appendix.

Any QCF units, rules of combination, and the single WCF QCF qualification will be agreed through the SSC who are actively encouraged to report to the regulators should the WCF expertise be used inappropriately. It is important to understand that the WCF will only have two units leading to one qualification which is currently accredited under NQF. These are currently part of the Advanced Apprenticeship in Farriery and are being transferred to QCF in conjunction with BHEST and LANTRA, the SSC. This work will all be done by the Registrar and in conjunction with BHEST and LANTRA and then approved by the EEG. The EEG consists of mature and experienced professional equine veterinary surgeons and farriers all holding the highest qualifications in their respective industries. Should EEG members require training to undertake this task of approving the development of units by the SSC and another accredited AO then that training will be arranged in conjunction with BHEST and LANTRA, the SSC.

The WCF has been setting and maintaining standards in Farriery for over 650 years. The current qualification has been in place in its current form, as part of the UK's most successful apprenticeship scheme, for over 30 years, and the WCF is currently a QCA accredited awarding body under the NQF examinations scheme. During this time a considerable amount of expertise has been built up in assessment and awarding in the field of farriery and it is intended that this expertise is transferred seamlessly to operate under the QCF.

Development of Units

When developing a unit for the single WCF QCF qualification the Registrar will:

- a. interrogate the unit databank to ensure that an existing unit, available to the WCF, does not already meet identified needs

- b. use the FRC Studies on Horse Population against the number of Farriers, together with discussions with the FRC, the NFTA, and Lantra (SSC) where appropriate to determine need, taking into consideration the welfare of the horse
- c. by consulting with strategic partners, ensure accuracy and consistency in the determination of levels and credit values. This is done at joint meetings with BHEST (the AO for the NVQ level of the apprenticeship) and LANTRA (the SSC) with the WCF (AO for the final examination which is the Technical Certificate for the Apprenticeship, and also the prescribed examination for registration, ie the single qualification which provides evidence of fitness to practice). The Farriery Group (run by LANTRA) also consider levels and credit values and will monitor this as experience is gained with QCF
- d. by using the Reference paragraphs 1.2 – 1.14 as a check list ensure that all units developed meet the requirements set out in the design features
- e. by consulting with strategic partners, examine the means of generating maximum opportunities for credit accumulation and transfer and exemption consistent with the rationale for this specialist qualification, the examination for which which may only be taken at the end of the four year approved apprenticeship. Any exemptions will need to be approved by the Farriers Registration Council (FRC) (the industry regulator) and accredited by them as meeting the requirements of the Farriers Registration Act 1975. Exemptions will be clearly listed in the WCF Examinations Manual and will be reviewed annually by the EEG at its November meeting
- f. accuracy and consistency in the determination of levels and credit values. This is done at joint meetings with BHEST (the AO for the NVQ level of the apprenticeship) and LANTRA (the SSC) with the WCF (AO for the final examination which is the Technical Certificate for the Advanced Apprenticeship, and also the prescribed examination for registration, ie the single qualification which provides evidence of fitness to practice). The Farriery Group (run by LANTRA) also considers levels and credit values and will monitor this as experience is gained with QCF
- g. following consultation with all strategic partners, present the QCF unit to the EEG for review. Following EEG approval the Chairman of the Examinations Board will sign off the quality of QCF units prior to submission to the unit databank by the Registrar
- h. submit signed off WCF QCF units to the databank in the format required by the qualifications regulators.

Development of Rules of Combination

When developing rules of combination the Registrar will determine the need for a set of rules of combination for the WCF single QCF qualification in consultation with the FRC (the industry regulatory body) and other strategic partners, including the NFTA (responsible for managing the Advanced Apprenticeship in Farriery), and the SSC (Lantra), whilst ensuring that the statutory requirements of the Farriers Registration Act are met. The rationale for a rule of combination for the WCF single QCF qualification will be specified and the means by which the combination of QCF units defined supports this rationale and how this rule of combination will support learner progression within the Advanced Apprenticeship will all be specified by the Registrar on submission of the rules of combination.

When developing rules of combination for the single WCF QCF qualification the Registrar will:

- a. interrogate the unit databank effectively to establish the units required for a rule of combination and ensure new units are developed if required
- b. by using section 1 of the Reference as a check list, ensure that all rules of combination developed meet the requirements set out in the design features
- c. by consulting with strategic partners, ensure a meaningful and coherent combination of QCF units that reflect the rationale for a qualification. This is done at joint meetings with BHEST (the AO for the NVQ level of the apprenticeship) and LANTRA (the SSC) with the WCF (AO for the final examination which is the Technical Certificate for the Advanced Apprenticeship, and also the prescribed examination for registration, ie the single qualification which provides evidence of fitness to practice). The Farriery Group (run by LANTRA) also considers rules of combination and will monitor this as experience is gained with QCF
- d. arrange for the EEG to review the rule of combination. Following approval by the EEG the Chairman of the Examinations Board will sign off the quality of the rationale for, and the rule of combination for, the WCF QCF qualification
- e. set out the rationale for, and requirements of, rules of combination in the format required by the qualifications regulators and make them available to those that need to use them.

Ongoing review of units

At its November Meeting the EEG will:

- a. review the continued need for a WCF QCF unit
- b. ensure continued accuracy and consistency in levels and credit values of the WCF QCF units, in particular considering WCF units in comparison with other units in the QCF unit databank
- c. ensure the continued compliance of the WCF QCF unit with the requirements set out in the design features in Section 1
- d. use evidence from the delivery, assessment and awarding of the WCF QCF unit following each examination session as part of the review process.

Ongoing review of rules of combination

At its November Meeting the EEG will:

- a. review the continued need for a rule of combination
- b. ensure the continued compliance of the rule of combination with the requirements set out in the design features in Section 1
- c. ensure the specified combinations of units and opportunities for credit accumulation and transfer and exemption continue to be consistent with the rationale for the qualification
- d. use evidence from the delivery of rules of combination as part of qualifications following each examination session as part of the review process.

Design and development of assessment

When designing or developing any changes required in the assessment methods for the single WCF QCF qualification the Registrar will ensure that the assessment method will:

- a. be consistent with the requirements for QCF units set out in the design features in Section 1
- b. enable units to be assessed individually
- c. assess validly the skills, knowledge and/or understanding of all the learning outcomes against the stated assessment criteria
- d. require the production of sufficient evidence from farriery apprentices to enable reliable and consistent judgements to be made about the achievement of all the learning outcomes against the stated assessment criteria
- e. be manageable and cost-effective
- f. minimise any subsequent need to make access arrangements, including reasonable adjustments.

Grading

When re-assessing the grading system developed for the single WCF QCF qualification the Registrar will ensure that:

- a. the grading arrangements for that QCF qualification conform to the grading requirements set out in the design features in Section 1
- b. judgements about the grading of the WCF QCF qualification and their components are made using the procedures outlined below for delivery of assessment.

Delivery of assessment

At each examination there are three examiners present and moderation of marks takes place at the time of assessment. Details are in the Examiners Manual 8.1, 8.2, and 8.3 and in Section 9.

The Registrar maintains records of examiners' marks and is therefore able to report inconsistencies in standards in the assessment of units, across units and over time to the EEG. Examiners who do not meet WCF standards are removed from the Examinations Board.

The Annual Training and Standardisation Day for all examiners is used to ensure consistency and accuracy of assessment throughout all aspects of the WCF Examination.

There is only one means of obtaining a credit in each of the two WCF units (the Practical and the Theory) and that is by having passed the unit. This credit for that unit is then only valid for one attempt at the other unit in the examination in one of the following two sessions (ie about one year). This information is held by the Registrar, and also held and cross checked by the National Farriery Training Agency. Thereafter the credit expires and both parts of the examination must be retaken. This is explained in the Examinations Manual Para 29. Previous attempts are recorded by the Registrar and noted in the apprentice's folder and electronically on the database held by NFTA and then transferred when applicable to the next examination for which the apprentice applies. As stated in Appendix 2, Candidates must meet the full assessment requirements; an aegrotat will not be made.

Award of credits

Where appropriate for the single WCF QCF qualification, and subject to the farriery industry regulator's guidance under the Act, the Registrar will be responsible for ensuring that:

- a. the apprentice's assessments in a unit are used accurately to award credit
- b. the credits achieved by apprentices are awarded securely, accurately and quickly
- c. decisions are reviewed and results adjusted in cases where errors are identified
- d. where a learner has or will obtain a ULN, credit awards are accurately recorded, amended and, if necessary, withdrawn in a timely manner in their learner record, and records of all learner achievement are made available to support credit accumulation and transfer.

Again subject to the farriery industry regulator's guidance under the Act, the Registrar will issue a credit certificate, if this is demanded by an apprentice, on qualification. The Registrar will ensure that:

- a. the design of certificates meets the requirements outlined in Annex C to the Reference. The certificate will be a banked document with OFQUAL.
- b. certificates if demanded are issued at the Presentation Ceremony which is within 6 weeks of the Examination (See Appendix 17 Customer Service Statement)
- c. there are safeguards against fraudulent or mistaken claims for certificates. A Replacement Certificate will not be issued unless:
 - Application for Replacement Certificate Form is satisfactorily completed
 - Photocopy of original certificate is held and/or name appears in WCF Register, and
 - FRC confirms the farrier remains on FRC Register of Farriers.

Award of qualifications

The Registrar will be responsible for being able to accurately and quickly identify the point at which a learner has completed the rules of combination for the WCF single QCF qualification, and for awarding the qualification and the correct grade. Appendix 16 of the WCF Examinations Manual contains the details of how decisions are reviewed and results adjusted in cases where errors are identified.

The Registrar is responsible for the production of Certificates which will be presented by the Master at a Presentation ceremony within 6 weeks of completion of the examination. The Registrar will ensure that:

- a. the design of certificates meets the requirements outlined in Annex D to the Reference. The certificate will be a banked document with OFQUAL.
- b. Certificates are only issued to those who have passed the WCF examination
- c. A Replacement Certificate is not issued unless:
 - Application for Replacement Certificate Form is satisfactorily completed
 - Photocopy of original certificate is held and/or name appears in WCF Register, and
 - FRC confirms the farrier remains on FRC Register of Farriers.

Ongoing review

At its November Meeting the EEG will:

- a. review whether its approaches to assessment design and development for the single WCF QCF qualification result in assessment methods consistent with the requirements set out in paragraphs 5.2 and 5.3 and 5.4
- b. review whether its procedures for delivery of assessment are consistent with the requirements set out in paragraphs 5.5 to 5.11
- c. review whether its procedures for awarding QCF credits and qualifications are consistent with the requirements set out in paragraphs 5.12 to 5.15
- d. for the single WCF QCF qualification ensure standards are comparable year on year.
- e. review the opportunities for credit accumulation and transfer, and exemptions consistent with the rationale for the WCF qualification, and make recommendations to FRC

Submitting qualifications for accreditation

When the single WCF QCF qualification is submitted for accreditation the Registrar will ensure that:

- a. by using Section 1 as a check list, the qualification meets the design requirements, is built from units and rules of combination submitted by organisations recognised by the qualifications regulators to perform these functions, and that meet the requirements for assessment and awarding set out in the Reference
- b. the quality of QCF qualification to be offered has been reviewed and signed off prior to submission for accreditation
- c. the information specified by the qualifications regulators for accreditation is supplied in the format required.

Centre Recognition

The Colleges are used as the location only for the WCF examinations, and in general the functions described in 5.11 a-i are undertaken by the WCF Registrar as permitted under footnote 1 in the regulations. The assessments are conducted entirely by the external WCF examiners, and the colleges have no part in the assessment process. The colleges are used and accredited by the Farriery Training Agency and by BHEST as part of the four year and two month Advanced Apprenticeship in Farriery, and for that the colleges undergo a selection and accreditation process, and are subsequently regularly accredited by the FRC Visitation Panel whose reports are provided to the WCF. On this basis, and in order not to disadvantage candidates, the WCF examination is normally held at the college where the apprentice has been undergoing college training. The WCF accepts the current accreditation of the FRC, FTA, and BHEST, the AO for the Farriery NVQ. Feedback is provided to and from the colleges after each WCF examination session and this is discussed and actions agreed at the following Training Advisory Committee (TAC) which reports to the farriery regulatory body, the Farriers Registration Council. The WCF uses the same colleges for the single WCF examination and it sees no requirement to duplicate the accreditation work on college resources, staff, and systems done by the FRC, FTA, and BHEST. Regulations 5.11.c, d, f, and g are thus covered by this accreditation process described above.

**QCF related Organisations and Courses/Seminars/Workshops/Training/Committees
attended by WCF Registrar**

Farriers Registration Council (FRC) Council Meetings – 3 Meetings per year

Training Advisory Committee (TAC) – 3 Meetings per year

National Farriery Training Agency (NFTA) Regular contact/meetings

- Farriery Quality Assurance Group (FQAG) – 3 Meetings per year

LANTRA (Sector Skills Council) (SSC)

- Awarding Body Meetings (3 meetings per year)
- Farriery Group – meetings as required
- Farriery NVQ QCF Unit Development Working Group
- One on one QCF accreditation and unit writing discussions

BHEST (Farriery NVQ Awarding Body)

- One on one QCF accreditation and unit writing discussions

QCA and OFQUAL

FAB QCF Workshops – Unit Development, Unit Writing

QCA/OFQUAL KIT Meetings.