TRINITY
COLLEGE LONDON

AWARDS AND CERTIFICATES IN MUSICAL DEVELOPMENT

Validation Requirements for centres offering the qualifications mapped to the Sounds of Intent music framework

from September 2022

soi sounds of intent

KEEP UP TO DATE

These validation requirements should be read alongside the qualification specifications and the information on the Sounds of Intent website at soundsofintent.app. Please check trinitycollege.com/musical-development to make sure you are using the latest version of the qualification specifications and for the latest information about our Awards and Certificates in Musical Development.

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Validation Requirements for centres offering the qualifications mapped to the Sounds of Intent music framework

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Contents

Welcome

These validation requirements set out the criteria for validation that all organisations are required to meet in order to become a Validated Course and Assessment Provider for our Awards and Certificates in Musical Development, the qualifications for the Sounds of Intent inclusive framework of musical engagement. If an organisation needs further advice, they should contact submissions@trinitycollege.com.

ABOUT TRINITY COLLEGE LONDON

Trinity College London, established in 1872, is a leading international exam board, publisher and independent education charity that has been providing assessments around the world since 1877. 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 students progress. Our aim is to 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.

At the heart of Trinity's work is the belief that effective communicative and performance skills are life enhancing, know no boundaries and should be within reach of us all. We exist to promote and foster the best possible communicative and performance skills through assessment, content and training that is innovative, personal and authentic.

About the validation requirements

OVERVIEW OF THE CRITERIA FOR VALIDATION

Organisations that are validated by Trinity to deliver the Awards and Certificates in Musical Development are responsible for:

◗ Registering learners

◗ Putting in place delivery sessions and support

◗ Enabling learners to meet the learning outcomes and assessment criteria

◗ Assessing learners

◗ Undertaking internal quality assurance of assessments, including teacher standardisation

◗ 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 Trinity's Musical Development 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 validated organisation (the Validated Course and Assessment Provider) 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 includes the collection and review of written documentation and supporting evidence, with further evidence sought through on-site visits, remote video communication and observations. The nature and frequency of such interventions will depend on ongoing risk analysis of the Validated Course and Assessment Provider.

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 confer awards that meet all regulatory requirements

◗ Can provide and maintain a supportive teaching and learning environment to enable learners to meet the requirements of Trinity qualifications

◗ Has in place robust assessment processes, including arrangements for teacher standardisation, to assure Trinity that all awards it makes are fair and reliable
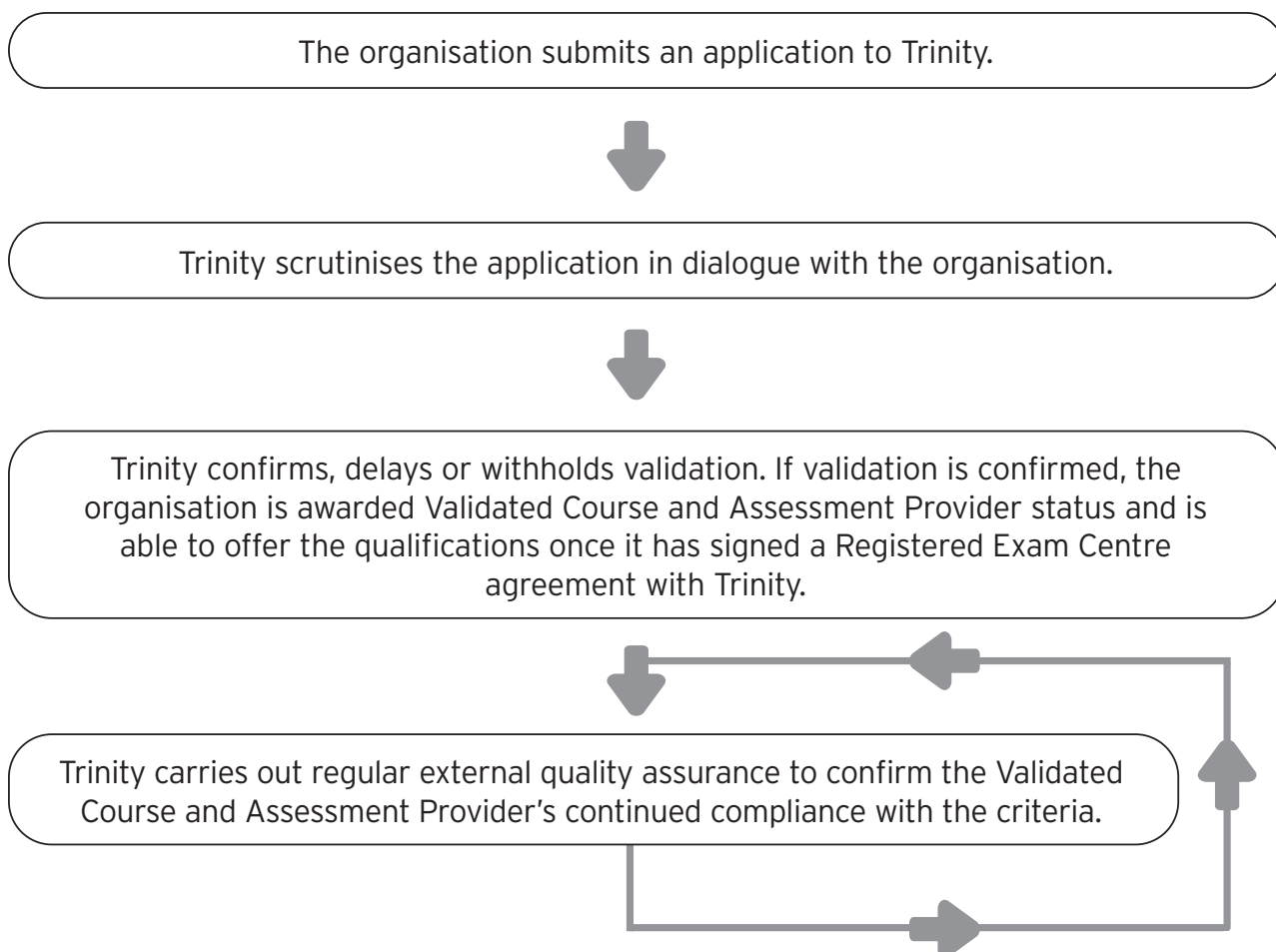
CENTRE RISK RATINGS

The centre risk ratings are:

- 5 -

Risk level	Evaluation	Action required
Green	The organisation has assured Trinity that it can confidently fulfil the centre validation requirements.	No specific action but there is an expectation that ongoing monitoring will demonstrate continual improvement.
Amber	The organisation has partially assured Trinity that it can meet the centre validation requirements.	Development of an action plan with agreed timescales for completion, to address areas requiring improvement.
Red	The organisation has not assured Trinity that it can fulfil the centre validation requirements.	Confirmation of validated centre status not conferred. Development of an action plan with agreed timescales for completion, to address gaps, prior to resubmission of evidence.

The validation and external quality assurance process – Overview

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

The organisation submits an application to Trinity.

⬇

Trinity scrutinises the application in dialogue with the organisation.

⬇

Trinity confirms, delays or withholds validation. If validation is confirmed, the organisation is awarded Validated Course and Assessment Provider status and is able to offer the qualifications once it has signed a Registered Exam Centre agreement with Trinity.

Trinity carries out regular external quality assurance to confirm the Validated Course and Assessment Provider's continued compliance with the criteria.

FEES PAYABLE TO TRINITY

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

◗ Centre validation fee
◗ Learner enrolment and certification fees

Validation overview

STAGE 1

Initial conversations between the organisation and Trinity (if required).

⬇

STAGE 2

Completion and submission of the application form.

⬇

STAGE 3

Scrutiny and fine tuning of the application form.

⬇

STAGE 4

Confirmation, delay or withholding of validation.

STAGE 1: INITIAL CONVERSATIONS BETWEEN THE ORGANISATION AND TRINITY

Before making an application, the organisation is welcome to establish contact with Trinity at submissions@trinitycollege.com to gain a full understanding of what is involved in becoming a Validated Course and Assessment Provider.

STAGE 2: COMPLETION AND SUBMISSION OF THE APPLICATION FORM

The organisation should complete and submit the application form, along with the supporting evidence. This must include information on how it will meet all of the criteria for validation. An invoice for your application fee will be emailed to you.

STAGE 3: SCRUTINY AND FINE TUNING OF THE APPLICATION

Each application is scrutinised. Once scrutiny is complete, Trinity may send the organisation a list of recommendations for amendments, additional questions and/or additions to its application, which it should use to fine tune and resubmit its application. This process continues until Trinity notifies the organisation that its application is acceptable.

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 enter into a Registered Centre Agreement with Trinity. The organisation is then formally approved as a Validated Course and Assessment Provider.

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 enter into a Registered Centre Agreement with Trinity. The organisation is then formally approved as a Validated Course and Assessment Provider. 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 six to eight weeks.

REGISTERING LEARNERS

Enrolment and certification fees are charged on a per-learner basis and must be paid to Trinity within 30 days of receipt of an invoice. Trinity will issue a unique candidate number on enrolment.

CERTIFICATION

A Validated Course and Assessment Provider will submit results at the time of enrolling learners, which can happen at any time. Trinity will process the results and distribute the certificates, normally within four weeks.

MODERATION

Following submission of results to Trinity, a percentage of results may be moderated. Trinity will inform the provider within one week of submission if results are to be moderated.

Ongoing monitoring

Each Validated Course and Assessment Provider may be subject to random monitoring from Trinity, the purpose of which is to confirm that the organisation continues to comply with the criteria for validation as detailed in its application.

External quality assurance has the following outcomes:

1. No non-compliance issues are raised.

2. Issues of non-compliance are raised. An action plan for resolution is agreed.

3. 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 Course and Assessment Provider status have been maintained, improved or enhanced. The basis for further monitoring will be consideration of current RAG status 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 Course and Assessment Provider RAG rating will be reviewed and communicated to the validated centre.

The Centre risk ratings are:

Risk level	Evaluation	Action required
Green	The organisation has continued to assure Trinity that it fulfils centre validation requirements.	No specific action but there is an expectation that ongoing monitoring will demonstrate continual improvement.
Amber	The organisation has partially assured Trinity that it continues to fulfil centre validation requirements.	Development of an action plan with agreed timescales for completion, to address areas requiring improvement.
Red	The organisation has not assured Trinity that it currently meets centre validation requirements.	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 Course and Assessment Providers 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

Providers 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 Course and Assessment Provider must submit for Trinity's prior approval any significant changes it proposes to make. Such changes could include changes to key staff.

If a provider 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. Providers should contact submissions@ trinitycollege.com if they are unsure about what might constitute a significant change.

SPOT-CHECK VISITS

If Trinity has concerns about any aspect of a Validated Course and Assessment Provider 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 Course and Assessment Providers are required to retain each learner's information and assessment materials for a minimum of 36 months after certification and in line with the provider's own GDPR retention schedule. Providers 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 Course and Assessment Providers 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 Course and Assessment Providers must be able to detail their policies and procedures for dealing with complaints and appeals from learners. These could include:

- Appeals against assessment outcomes
- Complaints about administrative issues
- Complaints about training and support

Providers 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.