

Mercurius Politicus.

Although Mercurius Politicus has high standards and robust evaluation practices, the recognition process is streamlined to make it as straightforward as possible. Centres will need to have an appropriate number of staff to carry out the following job roles:

- Centre contact
- Tutor
- Assessor
- Internal quality assurer

Important notes:

- It is not best practice for the internal quality assurer(s) to provide the internal quality assurance for aspects of course delivery that s/he has tutored.
- It is not permitted for the internal quality assurer to provide the internal quality assurance of his/her own assessments.

You will be required to present CVs and certificates of all staff to evidence that they are technically and vocationally competent. Please refer to Mercurius Politicus's requirements of the delivery team .

In order to demonstrate that your centre is able to provide a positive learning experience, as part of the recognition process you will be required to evidence that you have the following policies and systems/procedures in place:

- Equal Opportunities Policy
- Learner Appeals Policy
- Complaints Policy
- Documented arrangements for preventing / dealing with malpractice and maladministration
- A process for learner induction
- A system for confirming the identity of all learners
- A staffing structure that details the roles and responsibilities of the team and your centre's succession planning
- A process for staff induction and continuing professional development
- A communication system for all staff and learners
- Guidelines for dealing with subcontracted services (if applicable).

It is in the joint interests of MERCURIUS POLITICUS and its recognised centres to ensure the high quality delivery of MERCURIUS POLITICUS qualifications, so that learners benefit from an excellent learning experience.

In summary MERCURIUS POLITICUS expects its centres to undertake the following responsibilities:

- Comply with the terms of recognition as set out in Active IQ's Centre Recognition Application form
- Deliver MERCURIUS POLITICUS qualifications and units in accordance with the requirements in the associated specifications
- Ensure that all tutors, assessors and internal quality assurers are able to participate and undertake their roles as expected and outlined in Active IQ's policies
- Raise any queries or concerns regarding the quality of delivery and/or their responsibilities in terms of quality assurance with the allocated External Verifier
- Develop and maintain appropriate quality systems such as assessment arrangements and robust internal verification activities.

Whilst the delivery of MERCURIUS POLITICUS qualifications and units is undertaken by the recognised centre, MERCURIUS POLITICUS will assist centres throughout by:

- Specifying the qualifications and experience that centre staff must have and/or their responsibilities
- Holding various events for centres each year that support the delivery, assessment and internal quality assurance of MERCURIUS POLITICUS qualifications
- Providing support materials in relation to each of the qualifications that the centre intends to deliver
- Ensuring centres receive and understand the requirements for operating as a recognised centre by providing regular advice and support through our passionate and experienced External Verifiers.