



Leading Schools
SOUTH WEST

LSSW

Assessment of NPQ applications policy

1. Principles

1.1 LSSW intends all prospective applicants to have fair access to courses appropriate to their needs.

1.2 Applications are assessed in a way that is fair, accurate and without bias or prejudice.

2. Procedures

2.1 Windows for application, application forms and all course details are published on the LSSW website. They may from time to time be available additionally in other places.

2.2 Application forms are received by the LSSW administrator who screens them for eligibility against Teach First criteria for admission on to a course, including support from a sponsor, and for scholarships.

2.3 The LSSW assessor receives all applications for blind screening with all identifiable details such as name, school, age, ethnicity, gender and other protected characteristics removed.

2.4 The applicant is asked to respond to 3 questions, each to a maximum of 400 words. Each response is assessed against the following criteria:

Substantially demonstrates the required understanding and experience marks	3
Partially demonstrates the required understanding and experience marks	2
Does not adequately demonstrate the required understanding and experience marks	1

2.5 Any applicant who scores at least one grade 1 is invited to re-submit the application with new information. If the re-submission is also in danger of being refused, the application is assessed by a second assessor. In the event of disagreement by assessors, the opinion of a third assessor is sought with the majority judgement standing.

2.6 10% of the original assessments are in any case moderated by the second assessor to ensure fairness and accuracy.

2.7 Applicants are informed by email of the success or otherwise of their application as soon as possible after the closure of that application window.

2.8 Appeals. In the event that an applicant wishes to appeal against the outcome of the assessment, s/he writes to the LSSW administrator explaining clearly the reasons for the appeal.

2.9 LSSW reviews the appeal as soon as possible and communicates a response. If the applicant remains dissatisfied with the response, s/he writes to the administrator asking to invoke the Complaints' Policy.