Detailed description of In-house Programmes and Examination

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The documentation should include a description of both the education component and the assessment component of the in-house programme.

For the education component, information submitted should include the following:

- contents of the programme and its learning objectives, detail syllabus, delivery mode and teaching methods i.e. self-learning, lectures, seminars, tutorials or workshops etc. together with a mapping on the contents of the programme against the ECF syllabus and the learning objectives from the Study Manual of the seed programme;
- in-house training policy, including the exemption policy if any, which sets out the training requirements for front-end staff;
- in-house procedure documenting the control processes of how the training programme is being designed, developed, reviewed and evaluated;
- CV of the experience and qualification of developers and trainers of training programme;
- policy setting out the minimum required qualification and experience on developers and independent assessors of training programme and trainers;
- organization structure of the Learning and Development Team and its reporting line for the governance mechanism overseeing the quality of the training programmes;
- information about the segregation of duties, for example, between trainers and examiners, and between trainers and invigilators;
- information of post-training quality control mechanism, such as post-evaluation of each training class, including trainers' performance, and appropriate follow up actions as taken.

For the assessment component, information submitted should cover the following:

- the assessment method i.e. by written examination, oral examination or by assignment, the examination structure, the examination specification including duration, number of questions for each chapter and cognitive level of questions, examination regulation and logistics, examination grading and passing requirement, number of reused questions and questions pool etc.;
- such information should support the knowledge and skill tested under the examination would achieve the ECF syllabus and its learning objectives; and also to demonstrate how the examination passing requirement in all circumstances satisfies the minimum passing mark standard as stated under Criteria for Evaluation;
- CV of the experience and qualification of developers and independent assessors of examinations;
- policy setting out the minimum required qualification and experience on developers and independent assessors of the examination;
- information of post-examination quality control mechanism, such as post-evaluation of each examination and appropriate follow up actions as taken.

Detailed description of In-house Programmes and Examination

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In addition, the resources used to conduct the entire programme (including both training programme and examination) and maintain its quality is important for the evaluation, whether there is an independent assessment and examination board to oversee the quality of the programme and how to ensure the independence of the board.

Furthermore, there must be a process to ensure complete and timely update and / or enhance the training programme and examination to reflect the latest changes of the syllabus and study manuals of the seed programme (after consultation with the PWM industry).