



Centre Monitoring Requirements  
for centres offering Arts Award  
from September 2024

# Contents

<b>Welcome</b> .....	<b>3</b>	<b>&gt;</b>
About Trinity College London.....	3	>
Arts Award's mission.....	3	>
<b>About the centre monitoring requirements</b> .....	<b>4</b>	<b>&gt;</b>
Purpose of centre monitoring.....	4	>
Centre monitoring's relationship to moderation.....	4	>
How will centre monitoring be conducted?.....	4	>
<b>Overview of the criteria for centre monitoring</b> .....	<b>6</b>	<b>&gt;</b>
<b>Outcomes of centre monitoring</b> .....	<b>7</b>	<b>&gt;</b>
Managing significant concerns.....	7	>
Responding to the Monitoring Development Report.....	7	>
Ongoing support for centres and advisers.....	7	>
<b>Supporting centres to prepare for the meeting</b> .....	<b>8</b>	<b>&gt;</b>

Select the text, number or arrows to jump to section



These centre monitoring requirements should be read alongside the Arts Award qualification specifications, Arts Award Toolkits and the *Best Practice Guidebook* available on the Arts Award website [artsaward.org.uk](https://artsaward.org.uk).

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# Welcome

This document sets out the purpose of the Arts Award centre monitoring programme and the process used by Trinity College London to monitor centre quality assurance, delivery and assessment arrangements to maintain the standards of Arts Award qualifications. If an organisation needs further advice they should contact [artsawardenquiries@trinitycollege.co.uk](mailto:artsawardenquiries@trinitycollege.co.uk).

## About Trinity College London

Trinity College London, established in 1872, is a leading internationally recognised awarding organisation (exam board), publisher and independent education charity. 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 people progress. We 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.

## Arts Award's mission

Arts Award supports young people aged 25 and under to enjoy and take part in the arts, and connect with the wider arts world, developing creativity, communication and leadership skills.

Available at five levels – Discover, Explore, Bronze, Silver and Gold – this unique set of arts qualifications builds skills essential for success in the 21st century. Arts Award reflects many different interests and ambitions and encourages individual development. Young people can achieve an award through any arts, media or cultural activity, such as music, literature, film-making or drama, and through technical and support roles such as arts marketing, stage lighting and web design.

Arts Award is managed by Trinity College London in association with Arts Council England.

# About the centre monitoring requirements

## Purpose of centre monitoring

This national monitoring programme focuses on the management, delivery and assessment of Arts Award qualifications in a range of contexts including schools, arts and cultural and youth and community organisations. The monitoring programme is designed to ensure the centre's delivery arrangements are robust and support the needs of children and young people, while maintaining the quality of the qualifications.

Centre monitoring aims to be a supportive experience leading to improved practice by centres and accurate assessment outcomes for young people. Through this programme we aim to raise confidence and identify and address issues, helping us to increase and maintain the quality of delivery across the Arts Award community. Monitoring is not intended to function as an inspection.

## Centre monitoring's relationship to moderation

Centre monitoring is a separate process from Arts Award moderation.

Moderation seeks to validate the marking of trained Arts Award advisers by looking at a sample of portfolios in detail.

The monitoring programme focuses on the processes the centre uses to ensure the quality of the programme and the accuracy of assessment is maintained by all staff involved in the delivery of the awards.

Centres can be selected for moderation or centre monitoring at any point. As centre monitoring and moderation are different and examine different aspects of a centre's work, the outcomes and feedback from these activities can be different and will require different action by the centre.

For example:

*Centre monitoring may identify a centre has developed a rich programme of activities that are relevant to the award and offer sufficient support, stretch and challenge to young people and meet the assessment criteria for the award level. Moderation, by comparison, may find that in some portfolios the evidence submitted requires development as it lacks detail and that marking by the adviser is inaccurate for parts of the award. In this case the centre will need to take action in the future to ensure evidence is collected in sufficient detail for all young people and that they work on ensuring their internal assessments are accurate.*

## How will centre monitoring be conducted?

Centre monitoring will take the form of an online meeting with a trained Arts Award centre monitor. Centres selected to be monitored will be required to do the following:

1. Complete a short online form providing information about their current and future delivery plans.
2. Attend a monitoring meeting which will be a maximum of 1 hour and 30 minutes.
3. Respond to feedback or advice given in their monitoring development report as part of their ongoing delivery of Arts Award at their centre.

Participation in centre monitoring is mandatory to ensure your organisation can continue to operate as an Arts Award centre. Centres must ensure that:

- They respond promptly to any request by Trinity or the centre monitor for information or availability
- The centre representative\* and at least one Arts Award adviser attend the entire monitoring meeting
- All attendees are in a quiet space where they won't be interrupted
- All attendees have their camera on for the duration of the meeting
- All attendees are aware the meeting will be recorded for training and monitoring purposes.

Centres are not required to bring young people's work/portfolios to this meeting but should have familiarised themselves with the example questions on [page 8](#) to enable them to prepare for the discussion with the monitor.

*\* Centre representative is the person in authority at the centre who is responsible for overseeing the awards, this person may or may not be involved in delivering and assessing the awards. In some instances, the centre representative and the Arts Award adviser may be the same person.*

# Overview of the criteria for centre monitoring

Centres selected for monitoring will discuss with a Trinity monitor how they manage Arts Award in their organisation referring to 3 key areas:

## 1. Strategic management

- a. Embedding the awards in your strategic plans, having the support of senior leaders and having contingency plans in place to support young people should your organisations priorities change.
- b. The support and monitoring of staff/volunteer's/freelancers and trained Arts Award advisers who plan, deliver, and assess Arts Award work.

## 2. Programme delivery

- a. Designing a programme of activities that meet the needs, abilities and interests of young people.
- b. Ensuring the activities and evidence meet the requirements of the assessment criteria for the level(s) undertaken.
- c. Designing the programme with sufficient time built in for evidence collection, internal assessment and preparation for moderation.

## 3. Assessment and quality assurance

- a. Making accurate and consistent assessment decisions when working with multiple advisers or cohorts of young people.
- b. Responding to feedback from previous moderations, monitoring or support visits.
- c. Understanding how to prepare portfolios for moderation and keeping accurate records of assessments.

In addition, centres will be offered the opportunity to provide feedback on Arts Award enabling Trinity to improve the offer for centres, advisers, and young people.

# Outcomes of centre monitoring

The outcomes of centre monitoring are to identify best practice in the delivery and assessment of Arts Award qualifications and for centres to consider how their own processes might develop over time, in discussion with the monitor.

Centres will receive a monitoring development report which will capture areas of good practice and any areas for development as discussed in the meeting. Trinity do not require the centre to provide further evidence, following the meeting however, centres should use this information as an ongoing development and improvement plan and consider how they respond to the feedback in their future planning, delivery and assessment of the awards.

## Managing significant concerns

In a scenario where the monitoring meeting identifies significant risks to the delivery and assessment of Arts Award, we will require improvements are made without delay. The centre will be required to submit an update to Trinity on their progress against the development plan, within an agreed timescale. Trinity reserves the right to withhold the issue of Arts Award certificates until agreed remedial action is taken to address any serious risks identified through the monitoring meeting.

## Responding to the Monitoring Development Report

Centres will be provided with the opportunity to add any other comments to the report, which will be returned to Trinity. The report will be referred to in any future follow up monitoring and/or support activities with the centre.

## Ongoing support for centres and advisers

Through discussion, the centre or monitor may identify that follow up adviser support may be beneficial. This is an opportunity for the adviser to receive bespoke delivery advice and to discuss examples of young people's work. Any additional support will be clearly identified in the report.

# Supporting centres to prepare for the meeting

The monitoring meeting is a dialogue between the centre representative, Arts Award adviser and an Arts Award monitor. Monitors have a vast amount of experience in the delivery and assessment of Arts Award. They are looking to understand how you are approaching the delivery and assessment of the awards and will offer advice, guidance and recommendations on how you might develop your processes over time.

The following are some examples of the types of questions we will ask in the monitoring meeting to give you an idea of what we will focus on.

Please remember this is not an inspection and is a supportive conversation to help you to develop your practice as a centre. You should use it as an opportunity to identify any areas where you do not have processes and procedures in place and consider how you might approach this in the future.

## Example questions and talking points

Course	Example questions/talking points (this is not an exhaustive list)
<b>Strategic management</b>	How does the organisation ensure there is awareness and understanding of the award amongst staff members?
	What supervision of staff or support is available for Arts Award advisers and other staff delivering the awards?
	What contingency plans are in place to ensure young people are able to complete their Arts Award in the event your plans change, or staff/young people are absent?
<b>Programme delivery</b>	How do you plan your Arts Award programme to ensure there is sufficient time built in for, delivery, evidence collection, assessment, follow up work and digitisation of portfolios for moderation?
	What process do you have in place to ensure that young people's participation and response to the activities through the evidence they produce is meeting the level of the award being delivered? Eg Bronze Part D Skills Share – making sure plans and reviews are in sufficient depth to meet Level 1.
	What processes are built into your delivery plans to ensure that evidencing and portfolio building is effectively managed?
	How are you responding to feedback and developmental advice, received through your most recent moderations? (if applicable)
<b>Internal assessment and quality assurance</b>	Are you up to date with the recent changes to Arts Award and using the most recent version of the: Toolkits; Enrolment and marksheet; Evidence Locator Forms; Digitising portfolios for moderation.
	How do you ensure advisers are making accurate assessments and how are you ensuring consistent marking where you have multiple advisers?