



Norland Diploma Assessment Regulations (taught alongside the BA Early Years Development and Learning degree) Academic Year 2024-25

1. Scope

- 1.1 These Norland Diploma Assessment Regulations apply to the assessment and award of the Norland Diploma for students studying for the Norland Diploma alongside the BA Early Years Development and Learning (EYDL) degree. Academic Regulations for the BA (Hons) EYDL can be found in a separate document.
- 1.2 The Norland Diploma Assessment Regulations for students studying for the Norland Diploma alongside the BA Early Childhood Education and Care (ECEC) can be found in a separate document [here](#).
- 1.3 Norland acts as the Professional Regulatory Body in awarding the Norland Diploma. No other body may award the Norland Diploma.
- 1.4 These regulations apply to all students studying on the Norland Diploma from 2024/25 onwards who are now in their second, third or NQN year. They have been approved by the Academic Board in 2024.
- 1.5 For students entering Norland prior to 2024/25, these regulations replace any previous regulations.
- 1.6 The regulations are determined by the Academic Board of Norland. The Academic Board authorises committees, boards, panels and individuals to act on its behalf in applying the regulations.
- 1.7 The application of the regulations is underpinned by a set of policies and procedures, all of which are available on the Norland SharePoint. These include the [Fitness to Practise and Study Policies](#), [Attendance Policy](#), [Learning and Teaching Policy](#), [Internal Moderation Policy](#), [Equal Opportunities Policy](#) and [Code of Professional Responsibilities](#).

2. Structure and Definitions

The following definitions are assumed within the regulations:

- 2.1 *Award* - The award of the Norland Diploma is conferred on the basis of achievement of specified units of learning. Awards made by Norland are approved by the Norland Diploma Awards/Progression Board and ratified at the Academic Board. The Norland Diploma is awarded to those meeting the award requirements as outlined in the Programme Specification.
- 2.2 *Programme* - a student follows a programme of study by taking permitted units as articulated in the Programme Specification.



3. Study Requirements

- 3.1** The Norland Diploma is taught and assessed in English.
- 3.2** Attendance will be required in line with course requirements and attendance may be required during evenings, weekends and outside standard term time.
- 3.3** Students are expected to attend all scheduled learning opportunities. Where concern is raised about a student's attendance, the Cause for Action procedure will be followed.

4. Admissions, Enrolment and Registration

- 4.1** The Norland Diploma cannot be studied as a standalone qualification; its co-requisite is the BA Early Years Development and Learning degree.
- 4.2** To be eligible for admission, an applicant must satisfy the minimum entry requirements of Norland and any specific entry requirements as articulated at the time of offer.
- 4.3** An applicant whose first language is not English will need to satisfy the English language entry requirements, for example by achieving IELTS at 6.0 or above in all categories.
- 4.4** Entry requirements are published on the Norland website.
- 4.5** If a student is in debt for tuition fees for the previous period of study, the student will not be permitted to re-enrol.
- 4.6** A student may apply to interrupt their studies. Studies must be completed within 8 years of commencement.
- 4.7** If a student defers completion of the NQN unit for longer than 12 months, Norland may require evidence of current childcare practice to the required level, before permitting progression to the NQN year. This requirement will be negotiated on a one-to-one basis, depending on the reason for the interruption and the activity of the student while interrupted.
- 4.8** Students must comply with the Fitness to Practise policy. A student may be required to interrupt their studies or withdraw from Norland as a result of the application of the Fitness to Practise policy. This is to safeguard the welfare of both the student and the children and families they may be required to work with as part of their studies, and applies to both times spent as a student and as an NQN.
- 4.9** Any student found to have submitted false or incorrect information to gain entry to Norland, or found to have misrepresented their achievements at Norland to an external person or body, may be required to leave Norland. Norland will notify appropriate authorities of this action and the nature of the offence.



5. Units

5.1 All units are compulsory on the Norland Diploma.

5.2 The Norland Diploma Units are as per the course map.

6. Assessment

6.1 Norland will publicise, and provide reasonable notice of, assessment requirements.

6.2 The form of assessment and the submission date will be communicated to students via the assessment schedule. The assessment brief, assessment schedule and assessment criteria will be discussed by an Assessment Scrutiny Panel prior to the start of each unit and approved by the Academic Board. During the teaching of the unit, students will receive specific information related to the assessment task to be completed.

6.3 Students will submit coursework as determined by the assessment schedule. Failure to submit may result in failure of the unit.

6.4 Late submission of coursework without documented and approved Exceptional Assessment Circumstances is penalised as follows:

- Up to and including 2 working days late – a capped mark of a pass
- More than 2 working days late – mark of 0 will be recorded therefore the unit will be failed.

Working days refer to any days other than Saturdays, Sundays or bank holidays. Therefore, if a submission was due in at midday on a Monday, the student would have until midday on the Wednesday to submit their work for a capped mark. If a submission was due at 9am on Friday, the student would have until 9am on the Tuesday to submit for a capped mark. Working days apply year round, including within term-time and during holiday periods and half terms.

For pass/fail assessments such as placement, assessment requirements must be met by the published deadline. There is no grace period because a pass cannot be capped.

All coursework submitted for reassessment after the due date and without documented and approved Exceptional Assessment Circumstances will receive a fail mark.

6.5 Abbreviations to be used by the Unit Board of Examiners:

- EAC - Exceptional Assessment Circumstances
- PCAP - Grade capped at a pass because of resubmission
- PL - Late submission within 2 working days; grade capped at a pass
- INT – Student started the unit but has not submitted due to an interruption in their studies, such as suspending or deferring. Unit may be repeated on the student's return
- W - Student has withdrawn from their studies
- NP - Non -progression to NQN year
- BR - Suspected academic breach

6.6 In the case of a student with specific learning difficulties, assessment arrangements may be varied to accommodate the student's needs, as long as the assessment still tests the same learning outcomes with the same rigour.

6.7 Units will be marked on a pass, merit or distinction basis unless otherwise specified in the assessment brief. All assessment criteria must be met in order to achieve a pass grade. All placements are assessed as pass/refer.

All submitted work will usually be assessed and returned to students within 20 working days (working days comprise the normal working week, excluding periods when Norland is shut and weekends).

6.8 A student will be entitled to a single reassessment opportunity in the event of a refer grade. This reassessment opportunity will take place after the next Norland Diploma Assessment Board. If the student refers again at the second attempt, the unit will be failed and no further attempt may be made within the academic year.

6.9 Where a unit requires assessment in more than one element, all assessed elements must pass in order for the unit to be passed.

6.10 A student will be entitled to a single re-take opportunity for any unit that has been failed. This may require the student to attend the taught elements for that unit when it is taught the following year, before submitting a new assessment. A cost of £100.00 per unit will also be incurred. All units must be passed before a student can progress to the NQN year.

6.11 Where a fail has been recorded at an Assessment Board, retrieval of assessment should be used where possible. Retrieval means that parts of the original submitted material can be improved and incorporated into the new assessment. The new assessment should not, however, just be a modified version of the original.

6.12 In circumstances of significant failure in a piece of work, it may be agreed through conversation with the Unit Leader that retrieval is not appropriate, and that the student should produce a new piece of work.

6.13 A student's submitted work is expected to be their own. Where it is suspected that the work is not the student's own, and sources have not been acknowledged, the matter will be referred to the Academic Misconduct policy.

6.14 Academic judgment will be exercised on matters relating to student assessment, guided by the published learning outcomes and assessment criteria.

6.15 Exceptional Assessment Circumstances are unforeseen factors which affect a student's ability to complete the assessment to the normal schedule. It is the responsibility of the student to submit evidence in support of any claim for exceptional assessment circumstances. Normally, where exceptional assessment circumstances have been approved, the student will be offered an extension to the deadline.

6.16 Approved exceptional assessment circumstances for Placement activities will usually be given a new deadline of the 31st August prior to the beginning of the next academic year, to allow students sufficient time in which to complete their placements and progress to the next stage of their programme.

6.17 Once coursework has been submitted, the mark for that assessment will stand. The Academic Board does not have the discretion to adjust marks, in light of exceptional assessment circumstances.

6.18 Any student who fails any unit twice will be required to withdraw from the Norland Diploma without the opportunity to re-enrol, however they may still be entitled to complete the BA Early Years Development and Learning. The decision will be made by the Academic Board on a case by case basis and according to the Academic Regulations of the degree.

6.19 Placement: Students will be given one resubmission opportunity per placement, usually in the same type of placement but a different setting. Whilst the placement is being reassessed, students will not be able to progress to the next phase of placement experience.

6.20 Should the student fail the resubmission opportunity, the student will need to retake the whole year's placement experiences. For example, if a student fails a setting placement, they will be offered one other attempt at this setting type, usually as an additional placement within the same academic year. If they are successful at the second opportunity of a setting type they will be able to progress to the next phase of placement experience. Should they fail this second attempt, the student will need to start the whole placement year again. It will be possible to have periods of assessed 'catch up' placement during holiday periods.

6.21 Any student who has yet to complete placement 2.3 prior to the start of their third year of study of the Norland Diploma will be required to commence this placement two weeks prior to the start of the third academic year of study. EACs will be claimed for placements 3.1 and 3.2 and the reference element of the Employment unit which will be completed later in the academic year.

7. Progression and Awards

7.1 Newly Qualified Nanny year (NQN year)

7.1.1 Progression to the NQN year may only take place under the following conditions:

7.1.1.1 The student has achieved at least a pass grade in all other units of the Norland Diploma.

7.1.1.2 The student has achieved a level 6 BA Early Years Development and Learning degree at Norland. Progression will be delayed if the student has any outstanding resubmissions or retakes.

7.1.1.3 The student has a current 12 hours paediatric first aid qualification.

7.1.1.4 The student has achieved a Food Hygiene Certificate.



- 7.1.1.5** The student has had sufficient attendance at all practical placements and has achieved a pass mark in all of them.
- 7.1.1.6** The student has participated in all scheduled face to face masterclasses or has valid and approved reasons for not doing so.
- 7.1.1.7** There are no outstanding practice-based action plans in existence.
- 7.1.1.8** the student has demonstrated, to the satisfaction of the Awards/Progression Board, the qualities and competencies outlined in the Norland Code of Professional Responsibilities.
- 7.1.1.9** There are no outstanding fees at the time of progression to the NQN year.

- 7.1.2** During the NQN year, the NQN will no longer be classed as a student as they will be in full time employment. Norland will continue to support the NQN and will assess their practice in order to provide evidence that they meet the competency standards set out within the NQN unit.

- 7.1.3** The NQN unit must be completed in paid employment as a private nanny over a minimum 12-month period. Within a 12-month contract the NQN must work a minimum of 45 hours per week, with a maximum of 33 days (including bank holidays) of annual leave per annum. The position should normally be obtained through the NQN registration process.

- 7.1.4** In some circumstances the NQN or the NQN Team may deem it necessary to apply for reasonable adjustments to the NQN unit (e.g. illness). In these situations, the Reasonable Adjustments Procedure should be followed.

- 7.1.5** All NQNs will have 8 years from enrolment at Norland to complete their Norland Diploma, including their NQN unit, unless there are exceptional assessment circumstances. For periods of absence the Exceptional Assessment Circumstances process should be applied.

- 7.1.6** In the case that the approval of exceptional assessment circumstances or interruption extends the start of the NQN year by more than 1 year, evidence of current childcare experience and/or further training (e.g. first aid), may need to be shared before the student returns to start or complete their NQN unit. The student will be required to organise and fund any additional experiences and updated progression requirements, such as first aid or DBS.

- 7.1.7** Those NQNs who interrupt their NQN unit due to ill health will need to have a return to work interview with the NQN Manager and an Occupational Health assessment. An appointment with a Norland counsellor may in some circumstances also be advised or required should this be linked to a safeguarding issue.

- 7.1.8** NQNs who leave their NQN employment or are asked to leave, will in most circumstances be expected to work the uncompleted months of their NQN unit in a new position plus an additional 2 months.

- 7.1.9** If an NQN fails to complete 12 months in a single family due to practice-based competence, they will be deemed to have referred the NQN unit. They may



continue the unit with another family. If they also fail to complete the required amount of time within the second family, they will have failed the NQN unit. As with all other units on the Norland Diploma, NQNs may re-take a failed unit once. This may mean undertaking a further 12 months in another family.

7.1.10 If an NQN fails to complete the NQN unit in a single family for non-practice-based reasons, for example a change in the family's or NQN's circumstances, the NQN Manager will consult with the Academic Board to plan an appropriate resolution.

7.1.11 The qualifying NQN unit can only be made up of assessments from a maximum of two separate positions of at least 3 months duration each. Where more than two NQN positions have been started, the NQN and NQN Team will discuss which two positions combined will best meet the assessment criteria of the NQN unit.

7.1.12 In order to complete the NQN unit, the NQN must meet all assessment criteria to a satisfactory level. If at any stage throughout the NQN unit it becomes clear that the student will not be able to meet the NQN unit assessment criteria in the usual 12 month time frame, the Academic Board may discuss and agree an additional amount of time the student will need to complete, on top of the usual 12 months, in order for the assessment criteria to be met. This may also apply to any practice related concerns, which are not a direct breach of the Norland Code, where additional experience under the support of the NQN Team is deemed necessary.

7.1.13 The NQN must normally have completed a minimum of 12 months paid employment by the first working day of the month prior to the month of the graduation ceremony in order to graduate that year. For example, if the graduation ceremony is on 31st March, they must have completed their 12 month NQN unit by 1st of February in order to graduate in March of the same year. Later completions will normally graduate the following year. In exceptional circumstances that are beyond the NQN's or Norland's control, this deadline may be extended and this will be decided on a case by case basis.

7.1.14 The NQN must provide the evidence for completing their NQN unit no later than 20 working days following the submission of their final appraisal.

7.1.15 If the NQN team corresponds with an NQN and does not receive a response from the NQN for more than a month during their NQN year or during a period of interruption, Norland reserves the right to remove the NQN from the course. This course of action must only be taken if all attempts to contact the NQN via email, phone and posted letter have failed.

7.2 Award of the Norland Diploma

7.2.1 Awards and progression decisions are made by the Awards/Progression Board on behalf of the Academic Board.

7.2.2 The student's overall grade for the Norland Diploma will be pass or fail. The student's levels of unit achievement will be reported within their transcript with Holistic Assessment, Sewing and F&N units being graded at Pass, Merit or



Distinction. Placement will be pass/fail as will the Portfolio, and the NQN year is graded excellent, good, satisfactory, refer or fail.

- 7.2.3** The full requirements to be achieved before award are as follows:
- Achieve at least a pass grade in each Norland Diploma unit.
 - Achieve the BA in Early Years Development and Learning.
 - Achieve a Food Hygiene Certificate.
 - Achieve a 12 hour Paediatric First Aid Certificate.
 - Achieve a pass in the practical placements, including a minimum of 6 weeks in a residential placement.
 - Successfully complete the Newly Qualified Nanny year, including production of appropriate and effective professional documentation.
 - Has adhered to the Norland Code of Professional Responsibilities throughout the NQN year and has no outstanding practice-based Causes for Action, Notices for Improvement or warnings.
 - Have no outstanding fees, debts in arrears to the Norland Foundation or practice-based action plans at the time of the Award.
- 7.2.4** The Awards/Progression board may vary the conditions for the award of the Norland Diploma in exceptional circumstances. Any request to deviate from these regulations must be accompanied by supporting evidence and will be presented to the Academic Board for a final decision.
- 7.2.5** A student no longer in good standing with Norland, as a result of disciplinary offences, failure to pay fees, debts in arrears to the Norland Foundation, breaches in codes of conduct, or any other fault, may be required by the Academic Board to withdraw from their programme of study, losing eligibility for the award of the Norland Diploma.
- 7.2.6** If the Norland Diploma transcript has already been sent to an NQN who is no longer in good standing for the reasons outlined in 7.2.5, the Norland Diploma certificate and badge may be withheld until such time that the issue has been resolved.

8. Appeals

8.1 A student shall have the right of appeal only under the following circumstances:

- a)** At the time of an assessment, progression or award decision, there existed circumstances which adversely affected the student's performance which, for the most exceptional reasons, the student was unable to communicate to the Academic Board before it reached its decision. In making such a case, the student shall provide valid documentary evidence where appropriate. Other than in exceptional cases, retrospective medical certification will not be accepted as valid;
- b)** There has been an administrative error or procedural irregularity during the conduct of the relevant assessment, progression or award decision of such significance as to have materially affected the approved outcome or decision.



8.2 Disagreement with the judgment of the Academic Board in reaching assessment decisions cannot in itself constitute grounds for an appeal.

8.3 Norland has established procedures for complaint and redress which may arise during a programme of study and expects these to be resolved as and when they arise. In this context, alleged inadequacy of tuition or any other arrangements during the programme will not constitute grounds for an appeal unless there are exceptional reasons for the matter not to have been raised until after the programme is completed.



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