



Associate Handbook

Academic Year 2026–2027

Document Control

Version: 1.0

Effective Date: 18/06/2026

Review Date: 30 August 2027

Document Owner: Centre Director

This handbook is reviewed annually. Malearn Training reserves the right to amend this handbook, policies and procedures where required. Associates will be notified of significant changes.

Welcome

Welcome to Malearn Training.

Thank you for joining our team of Associate Tutors, Assessors and Internal Quality Assurers (IQAs).

This handbook explains how we work, our professional expectations and the standards expected of all associates. It should be read alongside the Associate Agreement, Associate Fee Framework and all Malearn Training policies and procedures.

About Malearn Training

Malearn Training is an established childcare and training provider committed to delivering high-quality education, training and childcare services.

Our mission is to empower learners, employers and families through high-quality education, training and childcare.

Our values are:

- Inclusion
- Flexibility
- Quality
- Integrity
- Continuous Improvement

Qualifications Delivered

- Level 2 Early Years in Care and Education
- Level 3 Early Years in Care and Education



- Level 5 Senior Early Years Practitioner
- Level 2 Supporting Teaching and Learning
- Level 3 Award in Supporting Teaching and Learning
- Level 3 Certificate in Supporting Teaching and Learning
- Level 3 Award in Education and Training
- Level 3 Certificate in Assessing Vocational Achievement (CAVA)
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
- Functional Skills English
- Functional Skills Mathematics
- Level 2 Adult Care
- Level 3 Adult Care
- Level 3 Residential Childcare
- Level 5 Leadership and Management for Residential Childcare

Professional Expectations

- Deliver high-quality teaching, assessment and quality assurance.
- Maintain professional conduct and confidentiality.
- Maintain occupational competence and an up-to-date CPD record.
- Comply with awarding organisation requirements.
- Follow Malearn Training policies and procedures.
- Support learners to achieve their full potential.

Roles and Responsibilities

Tutors deliver live teaching (online or face-to-face), prepare for sessions and support learners.

Assessors make valid assessment decisions, provide constructive feedback, maintain learner records and monitor learner progress.

IQAs carry out sampling, assessor observations of practice, provide developmental feedback and support standardisation.

Communication and Delivery

Teaching may be delivered online using Zoom or Microsoft Teams, or face-to-face where agreed.

Laser Learning is the primary e-portfolio and communication platform. Associates should use Laser wherever possible to communicate with learners, record support and maintain learner evidence.

Assessment and Quality Assurance

Associates must assess learners using approved assessment methods and qualification specifications.



Associates are expected to participate in standardisation activities and cooperate fully with Internal Quality Assurance processes.

Application and Recruitment Process

Applicants may be required to provide:

- Completed application form
- Current CV
- Updated CPD log
- Relevant qualification certificates
- Evidence of occupational competence
- Two professional references
- Enhanced DBS (where applicable)
- Right to work documentation (where applicable)
- Completed Conflict of Interest Declaration

Associate Induction Checklist

- Application and recruitment completed
- Associate Agreement issued and signed
- Associate Fee Framework issued
- Laser account created
- Associate Resources explained
- Policies and procedures issued
- Roles and responsibilities explained
- Awarding organisation requirements explained
- Assessment and IQA processes explained
- Standardisation process explained

Associate Personnel Record

- Current CV
- Updated CPD Log
- Qualification certificates



- Professional memberships (if applicable)
- DBS check
- Conflict of Interest Declaration
- Annual review record

Associate Handbook Declaration

I confirm that I have read and understood this handbook and agree to work in accordance with the policies, procedures and quality standards of Malearn Training.

Associate Name: _____

Signature: _____

Date: _____