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Charity Number 111626 Company Number 5535863

INTERNAL QUALITY ASSURANCE (IQA) POLICY

Activ8 Learning Assessment Centre’s IQA Policy is written in line with the Joint Awarding Body Guidance on Internal Verification (JAB), General Conditions of Recognition (Ofqual May 2011), City & Guilds Level 4 Certificate in Leading the Internal Quality /assurance of Assessment Processes and Practice and ILM guidance to ensure that the internal quality assurance systems meets all requirements for programmes delivered.

1. Aim

To maintain a standard across all programmes ensuring fair assessment of students on all programmes. To monitor, advise and support assessors. To ensure learners’ work is consistently interpreted by all assessors.

2. Objectives:

The following objectives will provide each IQA on all programmes clear roles and responsibilities to follow:

ROLE OF THE INTERNAL QUALITY ASSURER FOR QUALITY ASSURANCE PRACTICE FOR ALL PROGRAMMES DELIVERED BY ACTIV8 LEARNING

MAIN ASPECT OF THE IQA ROLE:	IMPLEMENTING THE ROLES:
1. Operate and Evaluate Internal Assessment and Quality Assurance Systems	<ul style="list-style-type: none"> ➤ to have a coherent IQA sampling strategy that meets the external auditing bodies (EQA) ➤ to have a clear and comprehensive internal auditing and recording process that meets the external auditing bodies ➤ to have a clear and comprehensive assessment recording process that meets the external auditing bodies ➤ to continually review the management and logistics of IQA, delivery & assessment systems to

	<p>ensure any internal or external changes/requirements are identified and a development plan put into place to ensure improvements / changes are implemented</p> <ul style="list-style-type: none"> ➤ communicate effectively with the Awarding Organisation and inform them of any changes within the teams / staffing and complete relevant documentation ➤ ensure there are effective policies and procedures in place to ensure equal opportunities, fair assessment, confidentiality, health & safety, appeals which are reviewed annually ➤ ensure that candidates are registered on relevant programmes and monitor the staff who provide administration duties ➤ monitor feedback from learners / employers
<p>2. Support Assessors</p>	<ul style="list-style-type: none"> ➤ ensure assessors are inducted appropriately to the relevant programme, providing them with sufficient resources i.e. standards, guidance information from the standards setting body (Sector Skills Council), assessment recording document – with guidance on how to use, publications from the Awarding Organisations ➤ inspect original certificates and assessors CVs – ensure validated copies of certificates are kept on file ➤ ensure that assessors have the relevant experience / qualifications to meet the Sector Skills Council and Awarding Organisations requirements for each qualification ➤ develop personal development plans with assessors to identify any training needs ➤ ensure assessors have sufficient hours to carry out their role ➤ ensure assessors have additional support and or guidance regarding candidates with special assessment requirements ➤ read / visit regularly the relevant Sector Skills Council and Awarding Organisations i.e. publications, web sites, etc., - cascading knowledge and information to all assessors and any other centre staff i.e. management ➤ ensure that all assessors have a named IQA for their support ➤ ensure each assessor identifies relevant CPD to meet the Sector

	<p>Skills Council and the Awarding Organisation & keeps a log of planned and completed CPD</p> <ul style="list-style-type: none"> ➤ hold regular structured meetings for all assessors & IQA's, circulating the agenda amongst the team to ensure points for discussion can be added ➤ organise standardisation activities as explained within the sampling strategy to ensure consistency and accurate application of practice is demonstrated by all Assessors and IQA's within the Centre ➤ ensure all assessors & IQA's understand the Centres policies and procedures
<p>3. Monitor the Quality of Assessor Performance</p>	<ul style="list-style-type: none"> ➤ ensure sampling plans are in place and implemented which take into consideration the experience of the assessor, the candidates and if any have special assessment requirements, all assessment methods, all assessment sites, difficult or complex units, all units - as explained within the sampling strategy ➤ ensure sampling takes place throughout the candidates programme, on non-completed units as well as completed units to ensure that the assessors practice meet 6317 – any irregularities are acted upon to ensure consistency and fairness ➤ ensure monitoring plans are in place – as explained within the sampling strategy to observe assessors practice meet 6317 ➤ complete constructive IQA reports – ensuring that assessors records are accurate and up to date, and assessment decisions meet VARCS – with actions revisited ➤ provide a clear audit trail of the sampling process ➤ carry out discussions with learners and record the information collected ➤ hold and record standardisation activities with the outcomes ➤ hold regular structured meetings and provide minutes from meetings for all staff and Centre Management ➤ ensure interpretation of N.O.S's & Evidence Requirements are accurate and consistent across all the team ➤ ensure all assessors and IQA's fully understand and follow the Centres policies and procedures

<p>4. Meet External Quality Assurance Requirements (EQA)</p>	<ul style="list-style-type: none"> ➤ liaise with the EQA & other external auditing bodies prior to their visits to identify what is required for the visit ensure that the information, portfolios, members of staff, learners, etc., are available for the visit – any difficulties to meet with requirements must be explained with the EQA before the visit for negotiation ➤ agree the timing schedule for the visit ➤ during the visit discuss with the EQA any areas of concern, disagreements, etc ➤ discuss and agree any actions with the EQA ➤ disseminate the information with all members of the team after the EQA visit on changes and actions to be met – discuss and agree with team how these will be implemented ➤ meet the target dates of the actions from the EQA visit – if difficulties arise contact EQA immediately to negotiate ➤ inform EQA of any changes to members of staff and complete the necessary documentation
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3. Records

All documents beginning with IQA (as listed below) are to be held in the IQA file. Minutes of meetings, standardisation, awarding organisation updates, EQA reports and CPD records are also to be held in this file.

All records should be archived for at least three years.

IQA Documents:

- IQA Doc 1 - Sampling Plan
- IQA Doc 2 - Monitoring Plan
- IQA Doc 3 - IQA Reports
- IQA Doc 4 - Observation of Assessor Performance
- IQA Doc 5 - IQA Interview with Learners
- IQA Doc 6 - Assessor Training Needs – Action Plans
- IQA Doc 7 - CPD Log
- IQA Doc 8 - Assessor Induction
- IQA Doc 9 - Record of Appeals
- IQA Doc 10 - Agenda for Meetings
- IQA Doc 11 - Record of Contact with EQA / Awarding Organisation

Assessment Records include:

- Assessment Doc 1 - Application Form
- Assessment Doc 2 - Learner Contact details and signatures
- Assessment Doc 3 - Induction Checklist
- Assessment Doc 4 - Appeals Procedure
- Assessment Doc 5 - Expert/witness status list
- Assessment Doc 6 - Assessment plan, review and feedback form
- Assessment Doc 7 - Performance evidence record
- Assessment Doc 8 - Questioning record
- Assessment Doc 9 - Professional discussion record
- Assessment Doc 10 - Portfolio Structure
- Assessment Doc 11 - RPL Record
- Assessment Doc 12 - GLH record
- Assessment Doc 13 - Summary of Achievement
- Assessment Doc 14 - Skill Scan
- Assessment Doc 15 - Tracking Learner Progress
- Assessment Doc 16 - Logging Sheet
- Assessment Doc 17 - Evidence List (for portfolio)

4. Date of adoption and review

This policy on internal quality assurance (IQA) was adopted by the Directors / Trustees on: 20th May, 2014

Signed on behalf of the Chair of Trustees:

B Linford



Due date for completion of next review: Sep 2020