

Internal Quality Assurance Policy

Policy Statement

Talented Training Ltd is committed to ensuring that our internal quality assurance procedures are consistent, transparent and in line with the requirements of our awarding bodies.

Internal Quality Assurance (IQA) is the process of monitoring assessment practice in order to ensure that assessment decisions meet national standards. It provides a continuous check on the consistency, quality and fairness of the assessment of learner's work.

The key principles of internal quality assurance are that:

- The IQA has access to all assessments
- Sampling is carried out to ensure consistency
- A variety of assessments are sampled
- Sampling includes assessments that tutors feel will not result in the award, as well as, assessments that the tutor feels will result in the award being given
- Sampling must:
 - Adequately cover the range
 - Include all levels of the programme
 - Be sufficient and provide a consistent and reliable measure
- Issue of concern will be discussed by tutors and the internal moderator

Internal moderation is a system whereby each tutor checks assessment procedures against the best practice of the team, as well as, networking to share ideas and review issues affecting quality. The internal moderation will monitor how the submission document to the awarding body is being met in practice and ensure the external moderator's recommendations are included in action planning in an annual cycle.

We aim to:

To ensure that all learners work is fairly, accurately and regularly verified in a consistent manner.

To meet and exceed the requirements placed upon us by the awarding bodies.

To ensure that valid assessment decisions are reached for all our learners and that external requirements are fully met.

To support staff in their training and assessment activities by affording them the opportunity to receive critically supportive feedback on the assessment decisions reached.

To assess learners work with integrity by being consistent and transparent in our Assessment and Verification judgements and processes so that the outcomes are fair, reliable and valid.

To ensure that assessment standards and specifications are implemented fully, so that no risk is posed to the reputation Talented Training Ltd and that of the awarding bodies.

To establish quality control and recording mechanisms for assessments through a system of sampling moderation and internal verification.

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To provide inclusive person-centred approaches to assessment, and verification that provide opportunities for to learners to achieve and progress.

Scope

This policy relates to Talented Training Ltd accredited courses and applies to all internal moderation.

For the purpose of this policy, the term IQA encompasses all forms of activity that check and validate assessment. It may be implemented through the systems of verification as required or laid down by examining or awarding bodies; or it may occur through formative and summative assessment and verification of learner's work activities.

Responsibilities

All staff have a responsibility to give full and active support for the policy by ensuring:

The policy is known, understood and implemented.

Actions to implement and develop policy

Appropriately qualified or approved staff must carry out all internal verification. Ideally all verification staff will complete the approved internal verification award. Where trainee internal verifier undertakes IQA, this must be verified by a qualified IQA and countersigned.

Each course must have identified members of staff who will verify or standardise the assessments for that particular programme.

IQA must be carried out continuously throughout the year. This should include cycles of formative and summative verifications. In addition to this, appropriate periods of time when IQA takes place will be included in a calendar.

Any evidence that is produced must meet the requirements of the awarding bodies.

IQA evidence must be recorded on appropriate documentation, which takes into account the requirements of awarding bodies Quality System.

Internal quality assurance must take place before assessment decisions are finalised and notified to students and certification is requested.

Evidence that IQA practice has taken place must be available for the Awarding Bodies annual quality review.

Records of IQA must be kept in a secure location and accessed by staff authorised to do so.

All IQA or moderation must be in line with current awarding body recommendations.

Sampling must be across all trainers, assessors, all types of evidence and all learners including plans, reviews and records in addition to learners' evidence.

IQA's must attend standardisation meetings and maintain a current continuous professional development file.

Monitoring and Evaluation

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This policy will be monitored by the Director Marios Chrysostomou and Head of Quality through established quality audit procedures.

We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.

All our policies are subject to equality impact assessments. We are always keen to hear from anyone who wishes to contribute to these impact assessments. Please contact: Marios Chrysostomou.