

# Internal Quality Assurance Policy

## Scope of the policy

The policy is provided for The Training Wizard Ltd (TTW Ltd) staff members who are delivering, assessing and internally verifying the qualifications TTW Ltd offer.

## Location of the policy

This policy is available for all TTW Ltd staff members and all awarding bodies to access.

## Communication of the policy

It is important that staff involved in the management, delivery, assessment and internal quality assurance of TTW Ltd qualifications, are fully aware of the contents of the policy.

## Review of the policy

TTW Ltd will review the policy annually and revise it as and when required in response to changes in practices, actions required by awarding body or changes in legislation. Our review will ensure that our procedures continue to be consistent with the regulatory criteria and are applied properly and fairly in arriving at judgements.

## Policy statement

Internal Verification is a key part of TTW Ltd internal quality assurance system. Internal verification at TTW Ltd is concerned with being accurate, consistent and ensuring all learners have access to quality assessments that are fair and are of a high quality, which results in achievements.

## Statement of Principles

TTW Ltd will ensure all assessment and internal verification activities conform to the qualification specification and awarding body standards. We will ensure that all evidence is valid, authentic, reliable, current and sufficient.

TTW Ltd will produce a sampling plan detailing our internal verification activities and monitor this on a regular basis. We will ensure that assessors meet on a TTW Ltd weekly basis. The findings of these will be used to inform annual appraisal, and training and development needs. They will also be used to update centre staff on any qualification or Awarding body information.

## Example Standardisation Meeting Agenda:

- Actions from previous standardisation meetings
- Resources, H&S, E&D issues
- Progression and achievement of learners
- Examples of learners work to standardise
- Good practice from assessors
- Areas for improvements
- Internal quality assurance reports

- External quality assurance reports
- Awarding Body and qualification updates

TTW Ltd will monitor the quality of the qualifications and courses we offer. We will consider the quality of delivery, assessment decisions and judgements made and highlight issues, emerging trends and the development needs for assessors.

All assessment and sampling strategies will be agreed with the awarding body and we will ensure that internal verification drives the assessment process. We will keep reliable, up to date and auditable records of all internal quality activities. These will be made available to awarding body on request.

As part of TTW Ltd internal quality procedures, assessors and tutors will be observed a minimum of one time per year. All observations will be documented and actions agreed and monitored. If tutors or assessors are inexperienced or new to a particular qualification, they will be observed in line with their individual sampling strategy.

We will ensure that all assessors, tutors and internal verifiers who deliver and assess on the qualifications we offer are suitably qualified and experienced. All centre staff members will receive access to regular, continuous professional development (CPD).