



SR Training Services Ltd

Internal Quality Assurance Policy Internal Quality Assurance Policy Aim:

- To ensure that internal quality assurance is valid, reliable and covers all assessors and qualification or programme activity.
- To ensure that the internal quality assurance procedure is open, fair and free from bias.
- To ensure that there is an accurate recording of internal quality assurance decisions.

In order to do this, SR Training Services will:

- Ensure centre staff are briefed and trained in the requirements for the internal quality assurance process
- Ensure effective internal quality assurer (IQA) roles are defined, maintained and supported
- Ensure that all centre assessment methods are verified as fit for purpose.
- Ensure internal quality assurance is promoted as a developmental process
- Ensure that an appropriately structured sample of assessor work from all programmes and/or qualifications is sampled to ensure that standards are consistently met.
- Ensure that an annual internal quality assurance schedule is planned, followed and reviewed, linked to assessment plans.
- Ensure that centres define, maintain, and support effective internal quality assurance roles.
- Ensure that identified staff maintain secure records of all internal quality assurance activity.
- Provide consistent and standardised internal quality assurance documentation
- Use the outcome of internal quality assurance standardisation to enhance future assessment practice.

SR Training Services will review the policy annually and revise it as and when necessary in response to customer and learner feedback, changes in our practices, actions from the regulatory authorities or external agencies or changes in legislation.

If you would like to feedback any views, please contact us via the details provided below.

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(Last reviewed Oct 2018)