

# Internal Quality Assurance Policy

2025 – 2026

<b>Centre Name</b>	Saracens Foundation
<b>Approved/Reviewed by</b>	Benjamin Lawrence
<b>Last Review Date</b>	01/07/2025
<b>Date of Next Review</b>	01/07/2026

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## Definitions

Internal quality assurance measures Assessor decisions, learner achievements, Assessor competence and the standard of processes and procedures at the centre. Internal quality assurance helps to ensure that assessment is valid, authentic, sufficient, fair and reliable

Internal Verification ensures that staff within the centre are making consistent and accurate assessment decisions.

Standardisation is a process which ensures all staff follow the requirements of the programme or qualification in the same way to facilitate consistency and fairness to learners.

## Purpose of the Policy

The purpose of implementing internal quality assurance at the centre focusses on:

- ensuring the quality of delivery throughout the learner journey
- ensuring accuracy, fairness and consistency of assessment decisions made by Assessors
- identifying issues and areas for development
- supporting and developing Assessors to ensure competency in the role
- ensuring Awarding Organisation procedures and policies are maintained
- ensuring centre policies and processes are implemented and maintained
- ensuring learner achievements are judged in line with the qualification requirements
- ensuring appropriate assessment strategies are used by Assessors.

## Staffing

All staff undertaking internal quality assurance activities must:

- hold the appropriate qualifications, or
- be working towards those qualifications, with work countersigned by a suitably qualified person
- undertake regular CPD.

The role of the Internal Quality Assurer includes the following responsibilities:

- Develop and follow centre policies and procedures to carry out quality assurance in line with Awarding Organisation requirements
- Maintain appropriate records of quality assurance, assessment and certification activities
- Ensure sampling plans follow the centre's IQA sampling strategy
- Ensure all assessment documentation is fully complete and up-to-date
- Ensure conflicts of interest are identified and addressed, including not allowing the quality assurance of own assessment work
- Facilitate standardisation activities to ensure consistency across Assessor delivery
- Conduct observations of Assessors conducting the assessment process
- Ensure all Assessors hold and maintain the required qualifications and occupational expertise to deliver the qualifications and units they have been assigned to
- Provide support to Assessors in relation to procedures and policies for the delivery of the qualifications and units they are assigned to
- Identify training needs and provide ongoing training to Assessors to continually improve the standard of qualification and unit delivery
- Conduct learner interviews to monitor and analyse the quality of the assessment process and learner experience
- Share information resulting from monitoring activities and ensure all actions are addressed by the agreed deadlines

## Verification of Assessor Decisions

In order to verify the Assessor's decisions are fair, authentic, reliable and sufficient, the IQA will review a sample of learners' work in accordance with the sampling strategy.

Sampling for the verification of Assessor decisions will include:

- a. Interim sampling: looking into the assessment process whilst the learner is at different stages to ensure the learner is progressing satisfactorily

b. Summative sampling: involves the Internal Quality Assurer reviewing the quality and validity of the assessment decisions by the Assessor.

The IQA must record and report all sampling undertaken in sufficient detail to be able to justify the decision made. IQA reports will be produced to include all sampled learners and these reports must be signed by both the Assessor and IQA.

Sampling plans must include sampling of all types of:

- Learner
- Assessors
- Methods of assessment
- Evidence types
- Assessment sites

### Sampling Rates

Different rates for sampling will be adopted dependent on the experience of the Assessor delivering the qualification or unit they have been assigned to as follows:

Assessor Experience	Sampling Rate
Assessors new to the centre or those Assessors who have frequently fallen short of the standards required	100% sample
Assessors who need further development but usually meet the standards required	50% sample
Assessors who are experience with the qualification and continually meet the standards required	25% sample

The IQA will provide Assessors with timely, accurate and constructive feedback on their assessment decisions. This will be clearly documented on the IQA Form, and the Assessor will have the opportunity to respond and note any remedial actions that have been undertaken where needed.

### Standardisation

Regular standardisation meetings are held throughout the year to ensure that Assessors and IQAs are operating to the same standard. Standardisation activities will be undertaken quarterly with IQAs, Assessors and any other relevant staff members present.

All standardisation meetings will have a set agenda and minutes shall be recorded and shared.

The Standardisation Meeting Agenda may include:

- Actions from previous standardisation meetings
- interpretation of standards and qualification specifications
- Good practice from Assessors
- Areas for improvements from Assessor
- Any issues relating to resources or staffing
- Progression and achievement of learners
- Examples of learners' work to standardise Assessor's assessment decisions
- Feedback obtained from External Quality Assurance Reports
- Awarding Organisation and qualification updates

### Assessor Competence

Observations of staff members will be undertaken to ensure that any support needs and development can be put in place to make sure that all learners are receiving appropriate support.

<b>Assessor Experience</b>	<b>Frequency of Assessor Observation</b>
Assessors new to the centre or those Assessors who have frequently fallen short of the standards required	Every 3 months
Assessors who need further development but usually meet the standards required	Every 6 months
Assessors who are experience with the qualification and continually meet the standards required	Every 12 months

All observations will be documented.

All staff involved in assessing and internally quality assurance the qualification will be offered regular CPD opportunities to maintain their competence in the role.

CPD will be formally recorded and a CPD log held.

## Learner Feedback

Feedback from learners will be collected through interviews and recorded appropriately. Learners will be asked pre-determined questions about their experience working towards the qualification and the support they received from the Assessor.

A minimum of one learner per cohort will be interviewed by the IQA.

The results of the interview will be collated and improvement plans developed and implemented to promote the continued improvement of the delivery of qualifications within the centre.

## Record Keeping

All IQA records will be held securely by the Internal Quality Assurance in accordance with the centre's Data Protection Policy.

Name: Benjamin Lawrence

Signature: 

Date: 01/07/2025

Role: Head of Operations – Saracens Foundation

I \_\_\_\_\_ can confirm that I have read and understood the policy and will adhere to the necessary reporting requirements of this policy in light of any incidents that I am aware of.

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_