

# IQA POLICY

## **Internal Quality Assurance Policy**

Approved Training Centres (ATC's) are required to use an Internal Quality Assurance (IQA) process which ensures that learners receive accurate, valid training with high quality, developmental feedback, and that assessors and tutors have regular opportunities to engage in peer assessment and good practice sharing.

Beyond the Water aims to ensure all internal verifiers are appropriately qualified and be occupationally competent to meet the requirements of the assessment strategy for the relevant qualification.

Internal Quality Assurance personnel working towards their IQA qualification will have their work countersigned by a qualified occupationally competent internal verifier.

## **The Internal Quality Assurance Aim**

This document outlines the process for ensuring that all programmes delivered by Beyond the Water are quality assured and additional moderation is carried out by the Lead IQA, as required. It also ensures that good practice is shared between assessors and developmental areas are highlighted at the earliest opportunity. The process is described below and can be applied to both practical and written assessments.

The model aims to:

- a. Standardise course delivery.
- b. Maximise the developmental feedback to the learner.
- c. Provide developmental feedback to assessors and tutors.

The size of the sample to be quality assured will vary, dependent on the number of times the programme has been delivered and the quantity of learners to be assessed.

## **Internal Quality Assurance Process**

The IQA will follow a matrix with details of all programmes, assessments and allocated Assessors.

The Lead IQA will be required to allocate quality assurance responsibilities. Each IQA will need to plan their sampling using a sampling plan which covers:

1. Assessors
2. Learners
3. Units
4. Assessment methods
5. Types of evidence
6. Assessment records
7. Assessment locations

IQAs will be responsible for completing the IQA Report storing these safely and confidentially.

The IQA process should also include observation to address all the following areas:



1. Assessment planning and action planning
2. Questioning and giving feedback
3. Assessment using a range of assessment methods

### **Standardisation and Continuous Professional Development (CPD)**

Regular standardisation meetings will be held, chaired by the Lead IQA. The meetings will be an opportunity to share good practice and highlight areas for development; however, IQAs should not wait until the regular meeting if they have identified a significant area for development.

Such issues should be directed to the Lead IQA as a matter of urgency. The lead IQA will document all these instances and store the evidence in the standardisation folder.

CPD is the responsibility of the individual assessor; each assessor must, in conjunction with the relevant assessment strategy make sure that they have completed all necessary CPD activities. These must be recorded in an auditable CPD record. The lead IQA can remove assessors from assessment where CPD activities have been or are inadequate.

### **Additional Guidance**

For External Quality Assurance purposes, all IQA documents and records must be retained for three years. Where staffing constraints dictate that a member of staff is required to assess and quality assure on the same programme, they must only quality assure assessments which have been conducted by another assessor.

The Lead IQA will be responsible for maintaining a database of all IQA and assessor activity.

### **Approved Training Centre Contact Details**

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### **Version Control**

<b>Version:</b>	<b>Document:</b>	<b>Date:</b>
V.1.2020	IQA Policy	June 2020