

Internal quality assurance and monitoring procedures

This policy sets out S4T Limited (trading as Skills Beyond School) hereafter referred to as Skills Beyond School, Internal quality assurance and monitoring procedures for End Point Assessment (EPA).

1. Internal Quality Assurance and Monitoring process

Internal quality assurance and monitoring of the assessment process ensures that assessments undertaken by Skills Beyond School are valid and consistent. In order to demonstrate quality assurance of the assessment process, IQAs are required to:

- advise and support the assessment process
- monitor and verify the assessment process
- manage external quality assurance requirements

2. Advise and support the assessment process

The IQA should be in regular contact with assessors to provide advice and information including:

- helping with interpretation of guidelines and policy
- answering specific questions about assessments and standards
- advising on the appropriate use of different types of evidence (including flexibilities)
- assisting with any special arrangements that might be required for individual learners

IQAs should ensure that assessors are provided with all relevant documentation, records and guidance provided by Skills Beyond School. The IQA will allocate duties and responsibilities according to the expertise of the assessors and the needs of learners. The IQA will also ensure that both assessors and learners are aware of these responsibilities.

The IQA may not necessarily carry out the training of assessors, however they are required to ensure that any identified training or qualification needs are met.

The IQA should ensure the assessors' have understanding of:

- End Point assessments and relevant standards
- the qualification requirements
- the organisation's quality assurance policy and procedures
- the assessment records, tools, and documentation to be used

IQAs are required to hold regular team meetings with assessors to include consideration of the following:

- access and fair assessment
- health and safety
- monitoring, review and evaluation
- discussion of any action points identified by EQAs
- agreement of action to be taken by assessment team members

Team meetings are essential to ensure Skills Beyond School practice is standardised and meets requirements. Records of these meetings must be maintained for external quality assurance.

3. Monitor and verify the assessment process

Internal quality assurance and monitoring should be ongoing throughout the assessment process and should include the following activities:

- observation of assessment activities and constructive feedback to assessors
- reviewing the learner's evidence which has been judged by the assessor as valid and sufficient
- observing formative and summative assessment interviews by an assessor with a learner
- carrying out standardisation exercises with a group of assessors focusing on such aspects

4. Internal Quality Assurance Sampling Strategy

The IQA should sample assessment decisions to ensure that assessment undertaken by Skills Beyond School consistently complies with the relevant standard requirements. Sampling must include direct observation of assessment practice and learner interviews. The IQA must identify a representative sample of activity all offered standards and assessment methods. Over a period of time, this sample should cover:

- all assessors
- all standards
- all types of evidence
- both on site and remote assessments

Records of Internal quality assurance and monitoring must be made available to the External Quality Assurer.

5. Review and Feedback

The IQA must provide constructive feedback to assessors, identifying areas of good assessment practice and any training and development needs. Records of this feedback must be made available to the EQA.

6. Managing external quality assurance requirements

IQAs must:

- ensure accurate records of assessment and internal quality assurance are kept using appropriate documents
- liaise with the EQA

7. Recording of internal quality assurance decisions

All internal quality assurance records must be fully auditable - the EQA must be able to see all of the internal quality assurance activities that have been undertaken by Skills Beyond School.

Internal quality assurance records must show:

- qualifications and training activities undertaken by assessors
- assessor and IQA competence
- minutes of team and standardisation meetings
- list of assessors' allocated responsibilities
- an internal quality assurance sampling strategy
- feedback given to assessors and action plans
- statistical information on pass/fail and grades
- reasonable adjustments and special considerations provided for specific learners

Internal quality assurance records are required for external quality assurance. They must be securely retained for a minimum of three years following apprenticeship certification.

8. Occupational competence requirements

In order to internally quality assure a qualification, all IQAs must have the necessary occupational experience and qualifications.

In general, IQAs must:

- have sufficient occupational expertise in the apprenticeship routes which they will be internally quality assuring to enable them to make valid judgements about assessment decisions
- maintain their occupational competence in a way that can be demonstrated through a Continuing Professional Development (CPD) record that relates to the occupational sector.