



Future Connect

*Step up your game*

# Internal Quality Assurance Procedure

## **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, the company will:**

- Ensure centre staff meet 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 staffs 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.