



# **INTERNAL QUALITY ASSURANCE (IQA) POLICY**

Effective quality assurance allows everyone involved in qualifications to have confidence in the assessment decisions. There are two types of quality assuring of qualifications:

- External quality assurance is Safety Training Awards (STA) responsibility for validating that assessments within the Approved Training Centre (ATC) centre have been carried out consistently and to STA qualification criteria.
- Internal quality assurance carried out by the IQA is the ATCs responsibility to ensure that assessment is carried out to the qualification specification.

All learners who are competent should be assessed as meeting the assessment criteria set out in the Awarding Organisations qualification specifications, our Awarding Organisation is Safety Training Awards. The monitoring of all aspects of the assessment process allows us to be proactive and progressive in continually improving standards.

## **Roles and Responsibilities**

### **ATC Co-ordinator**

Our Co-ordinator is the main point of contact for STA and the External Quality Assurer (EQA), the main point of accountability for all requirements laid down by STA, responsible for ensuring the centre meets the approval criteria on an ongoing basis, organiser of STA Courses (or can give permissions to centre personnel, tutors, assessors to or IQA). The person with overall responsibility for our internal quality assurance is our ATC Co-ordinator Tom Molyneux.

### **Internal Quality Assurer (IQA)**

Our IQAs monitor the delivery and assessment of qualifications through sampling learners' portfolios and interviews, gather evidence to ensure the authenticity and validity of STA qualifications and maintain learner and public confidence in the qualifications.

### Tutor / Assessor

Our Tutors / Assessors deliver and assess STA qualifications, adhering to STA assessment criteria set out in the qualification specifications and meeting regulatory requirements.

### **Selection and training of Tutors, Assessors and IQAs**

We are committed to recruiting and supporting a qualified team by aiding their development. New IQA's, Tutors and Assessors are interviewed, their competencies and qualifications are checked and references are contacted. In the case of new IQAs, references are contacted if they are not known to the staff of our ATC for a minimum of two years before the start of their involvement with our ATC.

Our IQA's, Tutors and Assessors must commit to continuing professional development (CPD) on an ongoing basis providing evidence where possible. CPD can take many forms and can include studying for a new qualification, study related to job role or occupational competency, keeping up to date with STA technical notices, or collaborative working with the Awarding Organisation.

Our IQA's, Tutors and Assessors must sign the appropriate agreements.

The above documented evidence is uploaded to Synergy, which is an online system that provides us with the functionality to support the management of our ATC and its quality assurance activities.

The qualifications required for Tutors and Assessors is the relevant qualification for the course they are teaching and also Level 3 Award in Understanding the Principles and Practices of Assessment.

The qualifications required for IQAs are evidence of occupational competence, Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice or the STA IQA CPD upskill.

### **Standardisation**

Assessment decisions must be consistent across all sites and assessors within our ATC, which is why we have regular standardisation discussions. Standardisation involves sharing ideas, viewing each other's work and documentation, having a communion understanding about our ATC requirements, and considering approaches to delivery and assessment.

This policy will be reviewed annually.

Policy date: 21st April 2023

Review date: 21st April 2024

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