

Internal Quality Assurance Policy

1. Policy Aims

The aim of this policy is to meet and exceed the requirements placed upon us by awarding bodies by ensuring that:

- our internal quality assurance is valid, reliable and covers all assessors and qualification or programme activity.
- the internal quality assurance procedure is open, fair and free from bias.
- that there is an accurate recording of internal quality assurance decisions.

2. Scope

This policy will apply to all trainers who teach qualifications accredited by Highfield Qualifications as the awarding body.

3. Responsibilities

The designated Head of Centre has the responsibility to ensure that this policy is being followed and that the appropriate evidence is being correctly completed and submitted:

- The quality requirements of the awarding bodies and partners are met in the delivery and assessment of qualifications
- IQA policies and procedures are sufficient, regularly reviewed and known, understood and implemented by all.
- All trainers involved in the processes of delivery of courses are appropriately trained and qualified.

All associated teachers will have a responsibility to give full and active support for the policy by ensuring that it is known, understood and implemented.

4. Method of Communication

The designated Head of Centre will ensure that all trainers are briefed and trained in the requirements for this policy including on all occasions when changes to this policy are made. Written records of all staff training in relation to this policy will be maintained by the designated Head of Centre.

5. Qualifications

Only appropriately qualified and experienced trainers (as outlined by the awarding body's "Tutor requirements" for the respective qualification) will deliver training for one of the following qualifications:

- Award for Personal Licence Holders (APLH) Level 2

Evidence of teacher qualifications will be kept.

6. Quality Assurance Procedure

6.1 IQA Observations

All assessors will have at least two observations per year.

IQA observation will include:

- Sight of Learning Plan
- Agreement of objectives for the meeting/visit/session
- Questioning /assessment /training /self-guided learning
- Student engagement

A written record of the IQA observation will be kept.

6.2 Learner feedback

Feedback from randomly selected learners will be undertaken on a monthly basis on the course delivery and trainers. There are set interview questions all of which will be asked.

A written record of learner feedback will be kept.

6.3 CPD

All trainers will be required attend regular training and complete continual professional development (CPD) activities to keep them informed of changes within the sector they have teaching responsibility for.

Copies of CPD certificates and training will be held in the office.

6.4 Regular Reviews

Regular reviews will be undertaken by trainers to discuss and consider:

- IQA Observations;
- Learner feedback;
- Need to any further CPD requirements;
- Any new awarding body or qualification standards
- Student pass rates; and/or
- Upcoming changes to the sectors relevant to the qualifications being taught.

Review meetings will be undertaken at least 3 times per year.