

Internal Quality Assurance Policy

The Aim of this policy is:

- To ensure that internal quality assurance is valid, reliable and covers all assessment activity on regulated and unregulated qualifications
- To ensure that the internal quality assurance procedure is open, fair and free from bias
- To ensure that there is accurate recording of internal quality assurance decisions

In order to do this, the Head of Centre will:

- Ensure staff are briefed and trained in requirements for effective internal quality assurance
- Ensure that all centre assessment methods are assured as fit for purpose
- Ensure that internal quality assurance is promoted as a developmental process
- Ensure that an appropriately structured sample of assessor work from all qualifications is internally quality assured to ensure assessment is fair to all
- Plan an annual internal quality assurance schedule, linked to assignment plans
- Define, maintain, and support effective internal quality assurance roles
- Ensure that identified staff will maintain secure records of all internal quality assurance activity
- Provide standardised internal quality assurance documentation
- Liaise with external quality assurers and review external quality assurance reports and undertake any remedial action required
- Use the outcome of internal and external quality assurance to improve and support future assessment practice

This policy will be reviewed every 12 months by Crossfields Learning's Director and/or Core Faculty