

INTERNAL QUALITY ASSURANCE (IQA) C&G + IMIAL

Policy – Procedures - Strategy

LTS believes that to ensure the quality and credibility of the VCQ's, NVQ's & VRQ's we deliver, we must verify and monitor the assessment process as a whole.

We will ensure this by adopting the following procedures: -

- Assessors will be observed carrying out performance observations on candidates according to the electronic sampling plan
- Assessment decisions will be verified according to the electronic sampling plan
- Assessors will receive feedback, advice and guidance on all assessments verified.
- Portfolios/assessment records will be methodically checked for quality, completeness and accuracy before a certificate is applied for, in a random selection process. Due to the nature of *random* sampling it is possible that not all portfolios/assessment documents will be verified.
- Candidates will be interviewed by an Internal Quality Assurer (IQA) and these interviews will be recorded.
- Assessors will be reviewed by an IQA and records of this will be kept.
- Random sampling to confirm quality and consistency will be carried out throughout an academic year periodically. There is no defined time frame for sampling to occur as is agreed with C&G and IMIAL External Quality Assurers (EQA).

Procedure

Due to the size of the assessing team, assessors are not allocated candidates, the team assess all candidates collectively. The Lead IQA will create sampling plans when new cohorts are started. All parties concerned, assessor, candidates and employer have a tracking sheet detailing what assessments/evidence is required. The Apprenticeship assessments are "on demand". The IQAs refer to all assessment plans in order to plan a verification sample. The sampling plan has been made flexible to ensure enough verification takes place. New assessors will be verified more frequently at first to make sure assessments are reliable, valid, sufficient, authentic, current etc (risk assessed). All QCF candidate's evidence must be sampled prior to claiming.

Documentation

As of 2012 all of LTS' IV documentation became electronic. All EQAs were shown the electronic documentation and all said that this system is acceptable and meets the necessary requirements of the quality assurance process.

All electronic documentation can be found on the LTS server "\\LTSSERVER2\Shared\IV File".

Form 25 Sampling Plan

This form is used to plan sampling verification of candidate portfolios. Any evidence in the portfolio can be sampled (performance & diverse). This procedure ensures the assessor is making the correct assessment decision and the candidate is completing the portfolio correctly. Observations will be carried out on assessors in accordance with this plan, randomly.

Form 26 Report on assessment Decision

This form is used to record an assessor decision and should be completed each time a portfolio is verified. The IV then emails a link to the report to the assessor to read and sign.

Form 27 Report on Assessment Performance

This form is used to record assessor performance and should be completed each time an observed assessment is verified. The IV then emails a link to the report to the assessor to read and sign.

Form 28 is a combined version of Forms 26 & 27



Richard W Little – Chairman

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