

INTERNAL QUALITY ASSURANCE POLICY

Internal Quality Assurance is a mandatory process.

Our policy aims to:

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

In order to do this, LWDW will:

- ensure staff are briefed and trained in the requirements of the internal quality assurance procedure.
- define, maintain, and support effective internal quality assurance roles.
- promote internal quality assurance as a developmental process.
- plan an annual internal quality assurance schedule.
- maintain secure records of all internal quality assurance activity.
- provide standardised internal quality assurance documentation.
- use the outcome of internal quality assurance to enhance future assessment practice.

LWDW will work with Crossfields Institute to maintain a fit for purpose, holistic quality assurance and assessment procedure that is reasonable, effective and reduces the bureaucracy for assessors and learners to a minimum whilst upholding the highest standards.

The internal quality assurance (IQA) process will be reviewed as part of the Programme Review and any changes/recommendations will be recorded.

Reviewed: October 2020

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