



**London Professional Academy (LPA)**

## **INTERNAL QUALITY ASSURANCE POLICY**

**Title: Internal Quality Assurance Policy**

**Approval date: Sep, 2022**

**Approved by: London professional Academy**

**Reviewed: Sep, 2023**

**Reviewed: Sep, 2024**

**Reviewed: Sep, 2025**

**Next Review: Sep, 2026**

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## **ROLE OF THE INTERNAL QUALITY ASSURER (IQA)**

The Centre IQA will be responsible for ensuring the quality and consistency of internal assessment within LPA. IQA will hold appropriate qualifications as approved and specified by the regulatory authorities and meet any requirements for the occupational expertise specified by the relevant awarding body before commencing their role. They will fully understand the content, structure and assessment requirements of the relevant awarding body.

The Centre will ensure that the authority of IQA is recognised within the structure of the organisation and that relevant staff are given sufficient time to complete IQA related duties.

The IQA will ensure that:

- Candidate evidence is sampled on a regular basis and that feedback is given to assessors.
- Any candidates requiring access to assessment are identified and their needs are met.
- Awarding body requirements are fully fulfilled and that assessment grades rewarded are fair and consistent.
- Feedback to assessors is recorded, together with any recommended action to be taken.
- Sampling interviews re conducted with candidates, where relevant, and records are kept.
- All methods of assessment will be sampled.
- This will include live assessments.
- New assessors will be observed on a regular basis and records of observations are kept.
- The level of sampling is sufficient to ensure that judgements are fair and consistent.
- Feedback to assessors is recorded, together with any recommendation.
- Sampling interviews are conducted with candidates, where relevant, and records are kept.
- Assessment outcomes of sampled work reflect the national standards for the relevant subject.

- There is communication with the External Verifier (EV) or External Quality Assurer (EQA) regarding centre visits and full preparation for the EV or EQA visit.
- Evaluation feedback is given to all the assessors and opportunities for further development on assessment practice are explored.

### **Internal Quality Assurance Strategy**

The IQA will arrange with the LPA assessment team and the centre manager, a programme of Internal Quality Assurance that is effective and complies with the relevant awarding body guidelines.

### **Sampling of work**

- All assessors will be sampled on a regular basis.
- New assessors will be sampled more frequently in accordance with awarding bodies requirements.
- Every candidate group will be sampled to include newly started, mid-term and well established candidates.

### **Candidate Interviews**

- Candidates will be interviewed before being enrolled, to assess their suitability and level of support required.
- They may also be interviewed during the course to monitor progress and receive feedback.

### **Standardising Assessment**

- Standardisation meetings will be held, as appropriate.
- The meetings will be to support assessors so that they can share any issues or concerns and to ensure that fair judgements are made across the college.
- Minutes from meetings will be distributed to all staff concerned.
- Any action points from meetings to be implemented and monitored to ensure compliance.

### **Development and Support for Assessors**

- Assessors will be provided with an induction programme and given a set of standards for the award they are assessing.
- They will be allocated a suitable number of candidates and provided with any particular requirements.
- All assessment records will be monitored.
- Assessors will attend regular support meetings to discuss training or professional development requirements.
- In addition, assessors will attend standardisation meetings for the relevant award.

### **Managing Procedures and Documentation**

- All assessment records will be kept in secure storage at the centre.
- This will include assessment staff CVs and relevant certificates, records of personal development and IQA and EV/EQA records.
- Candidate files, assessment records and certificate claims will also be securely stored at the centre, in accordance with GDPR guidelines.