



## London Professional Academy

<b>Title:</b>	<b>Iqa Plan And Procedure</b>
<b>Policy Number</b>	P025
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**This document will include:**

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This will include IQA Sampling Strategy, NCFE Level 2 Adult Social Care Certificate Qualification Specification, Fact sheet, Support Handbook and other resources available on NCFE website.

### **LPA Internal Quality Assurance (IQA):**

Internal Quality Assurance (IQA) is the process of in-house Moderation by the LPA's Internal Moderators (IM's)/Internal Verifiers (IV) or Internal Quality Assurer. This verification process uses a range of Quality Assurance methods which are specifically designed with the use of significant assessment tools, that will enable providing substantial feedback to the Assessors as well as ensure that the assessment of student work and subsequent feedback to students is fair, equal for all and appropriate.

This process is meant to ensure that:

- Suitability of assessments/tasks are used for each specific qualification/module
- The evaluation methods have adequate verification on how to meet the criteria of a unit
- Every staff member is acquainted with NCFE standards
- To standardise the results to ensure that exact, accurate and stable judgements regarding the same qualification are made
- That all the college students are knowledgeable of and in line with the specifications and requirements of NCFE
- Indicate any issues, general and common tendencies of assessors as well as circumstances for development
- To confirm that procedures and policies are followed and maintained appropriately by staff

### **LPA IQA Sampling Strategy**

While delivering the NCFE Level 2 Adult Social Care by LPA, sampling plan is based on principles such as 'CAMERA':

C: Candidates/Learners: Sampling must cover ethnicity, gender, employed full or part time and special arrangements, all referrals.



A: Assessors: All assessors taking into account a higher risk of new assessors or feedback from External Quality Assurer (EQA) reports, across all assessment sites, occupational and qualification, experience.

M: Method of assessment: Sampling will cover assignment, questioning, observation and product evidence or evidence of Recognition of Prior Learning (RPL).

E: Evidence types: Sampling will ensure that evidence is valid, authentic, current, sufficient, plus a focus on any special requirements and identified problem units. It also ensures that it meets qualification requirements and unit requirements.

R: Records: All documents relating to assessments and assessor feedback to learners.

A: Assessment locations: Across different assessment locations.

Interim sampling will be built into the plan and will occur after at the end of each unit at an early stage for corrective actions and can be less frequent at a later stage. All interim and/or summative sampling records will be maintained.

## Method

Selection of the sample/s will be recorded and clearly accessible. The verification plan will make certain that each student's work is sampled more frequently initially and then at least once over the qualification and based on NCFE requirements. The Internal Verification Sampling Plans are required to be in place within 6 weeks of the start of the course. The verification procedure must ensure that assessors deliver feedback to their students within 2 weeks of the hand-in date. Throughout the procedure, all regulations should be ensured, detailed and recorded accordingly, in terms of late submission of work, re-submissions, referrals, student requests for Extensions to Deadlines, Extenuating or Mitigating Circumstances. Feedback given will also be specific to the individual needs (in a format accessible to the student) and will be precisely associated with evidence and the relevant assessment criteria.

Feedback should have specific (SMART) action points which means Specific, Measureable, Achievable, Relevant and Time –bound.

Internal Verifiers will ensure that:

- staff use applicable documentation & procedures properly
- record keeping of the process is robust and follow NCFE guidelines
- data records are accessible for audits and verification



## Internal Quality Assurance Sampling Plan

			Unit 1		Unit 2		Unit 3	
Learner	Tutor/ Assessor	IQA	Planned	Actual	Planned	Actual	Planned	Actual

### Standardisation

Standardisation ensures that there is a united and communicated understanding of the marking criteria and that the awarding of grades is transparent and in line with the unit level's learning outcomes and according to the expectancies of NCFE. This ensures that the students are marked equally and fairly against the assessment criteria set out by the learning outcomes and to ensure the integrity of the qualifications.

At LPA, Standardisation will happen before every marking period to ensure that all assessors are assessing to the same standards. Marking can be compared and discussed as a team after anonymous or second marking so as to reach an accepted standard as outlined by NCFE.

### External Quality Assurance

LPA will be subject to External Quality of Assurance by NCFE and it is the duty of LPA to ensure that organisation planning, documentation and records are maintained accurately and efficiently so as to be provided to the EQA. NCFE EQA will review the process of assessment and IQA to ensure that standards are being met. Following the completion of the EQA, LPA will receive the EQA Report with comments on the standard and quality of learner work, assessment practice and IQA. LPA will then receive judgement from NCFE with a risk status.



LPA will follow NCFE guidelines and Qualification Specification document alongside Support Handbook in delivery of the course. NCFE Level 2 Adult Social Care Certificate Qualification Specification

<https://www.ncfe.org.uk/media/sqsbkf03/610-4131-2-qualification-specification-version-1-2.pdf>

Department of Health and Social Care Factsheet for Training Providers

<https://www.ncfe.org.uk/media/v3edwqkw/dhsc-factsheet-for-training-providers.pdf>

Qualification Factsheet

<https://www.ncfe.org.uk/media/gjgnxmpp/610-4131-2-qualification-factsheet-version-1-2.pdf>

Support handbook

<https://www.ncfe.org.uk/media/coedrku4/support-handbook.pdf>

