**SAFE START SCHOOL**

**Internal Quality Assurance Strategy Policy**

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| Role | EO/IQA |
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**INTERNAL QUALITY ASSURANCE STRATEGY**

**Introduction**

Safe Start School is a recognised centre for the awarding body NCFE which is recognised and regulated in England by the Office of the Qualification and Examination Regulator (Ofqual). Safe Start School is committed to maintaining a robust system of internal quality assurance and moderation, which complies fully with NCFE’s requirements and seeks continually to improve standards.

**Aim of the Strategy**

The aim of Safe Start School’s Internal Quality Assurance Strategy is to ensure the quality and consistency of delivery and assessments across all qualifications which the Centre offers and to train and support Centre staff (Head Teacher, IQAs, Assessors and Tutors.) to have the skills, knowledge and resources in order to deliver this.

**Key Roles and Responsibilities**

The role of the Internal Quality Assessor (IQA) is at the heart of our internal quality assurance and is central to establishing and maintaining Safe Start School’s internal and external confidence.

The main elements of the Internal Verifiers (IQA) role are to:

*1. Manage the quality of delivery:*

• ensuring that resources, including personnel, are effectively planned and managed

• ensuring that course assessors apply consistent assessment practices in line with

the awarding body criteria

• providing a link between the delivery and the centre, the External Verifier and

the Awarding Body, partners and other regulatory bodies

• evidencing sampling and assessor observations

• using learner feedback to evaluate the quality and effectiveness of the

accredited centre

• ensuring that appropriate policies and procedures are in place for appeals and

complaints

*2. Verification of Assessments including:*

• ensuring consistency and reliability in assessment decisions

• monitoring the quality of assessment

• attending course delivery at any point with no advance notice required

• identifying any problems or trends

• identifying any development needs of assessors

• providing a link between assessment and delivery.

• observing each newly appointed assessor at the earliest opportunity

*3. Developing and supporting tutors and assessors through guiding, supporting and sourcing continual professional development for all teachers/tutors and assessor staff.* Specific arrangements need to be made when:

• teachers/tutors and/or assessors are new to Safe Start School

• qualifications and/or standards are new to Safe Start School or have been

revised following EV or other quality assurance visits.

Safe Start School also have a key role to ensure that a robust internal quality and assurance system is delivered consistently and will be responsible for:

• continuous review of training and development needs for all staff working within

the internal quality assurance system so that they have the suitable qualifications

and experience to undertake their roles.

• training all delivery and assessment staff so that they understand and work to the

Safe Start School Internal Quality Assurance Strategy, including the relevant

sampling plans, and ensure that staff work within the required guidance

• ensuring delivery and assessment staff have the time to complete all

responsibilities effectively

• providing all staff with opportunities for further development

• ensuring all staff are provided with the suitable resources and support to enable

them to fulfil their roles.

**IQA Processes**

*Safe Start School will develop quality assurance sampling plans which will:*

• moderate 100% of learner evidence and assessor feedback for the first of any

courses delivered

• thereafter revert to the more regular sampling of a selection of learners’ evidence.

This will be based normally on 25% of the full learner cohort or only one learner if

there are less than four in a cohort.

• sample all components (e.g. tasks/assessments/assignments) of all the training

delivered and verify 25 % of work tasks for all qualifications

• ensure that all active teachers/tutors are directly observed delivering lessons and that

assessed learner evidence is sampled through a review.

• quality-assure all active assessors through internal moderation in accordance with

the quality assurance sampling plans

• deliver standardisation events termly for all qualifications in the first year of

qualification delivery and thereafter annually

• maintain all records and documentation relating to delivery, assessment and

internal quality assurance for external verification (EQA) purposes

• ensure that all assessment and internal quality assurance records are maintained

and stored securely for a period of three years after the certification of all learners

on a training event.

*Internal Quality Assurance Processes will ensure consistency of delivery and assessment across all teachers/tutors and programmes, Safe Start School will conduct:*

• observations of on-course programme delivery

• observation of assessments

• sampling of assessment evidence

• learner interviews

• IQA meetings and standardisation activities.

*Staff Development processes will ensure that new teachers/ tutors and assessors are provided with*

*suitable induction training. New teachers/tutors and assessors will be provided with an induction*

*covering Safe Start School’s:*

• values and code of conduct

• learning programme for the qualification they will be delivering

• orientation to ensure understanding of the qualification specification and

the learning criteria

• recognised centre policies & procedures

• assessment processes & practices,

• Internal Quality Assurance Strategy.

New teachers/tutors will be assessed in terms of their needs following completion of their training

and before delivering in their own right as Course Teacher/ Tutor.

The following will be considered as additional support for all assessors where this is deemed necessary to improve skills / confidence levels:

• observe a minimum of two practical assessments before fulfilling the role of assessor.

• be supported by an existing assessor to complete two cohorts of assessment before fulfilling the role of assessor.

All new assessors will be subject to specific support from the Internal Quality Assurance lead

for each subject they deliver. This support will be gradually reduced using a riskbased approach based on performance and the recommendations from interval quality assurance observations and action plans.

All tutors and assessors are required to attend termly and then annual standardisation events for each of the qualifications they are in involved in delivering to share best practice and ratify quality of delivery and assessment.

*The IQA is responsible for the following;*

• co-ordination of all IQA activity

• establishing IQA Sampling Plans for each subject

• implementation of Sampling Plans

• reviewing all activity.

The school will ensure;

• all staff are inducted appropriately into this area

• ensure staff are involved with review and feedback

• components of the delivery and assessment are standardised, where appropriate

• accurate and current records of IQA activities are maintained and stored securely

• operate from and within the established strategy, sampling plans and procedures

• carry out procedures and events to improve activities.

**Monitoring of the Strategy**

The IQA Strategy and subsequent Sampling Plans will be reviewed annually, so that a risk assessment can be made based on actual evidence. This includes units or tasks within qualifications which have issues raised through Internal Quality Assurance reports.

Similarly, if any of the staff team have been identified as requiring further support to maintain the standards required by Safe Start School’s IQA Strategy and Sampling Plans, arrangements may be adjusted accordingly.

Safe Start School has quality assurance systems in place to ensure that all delivery and assessment is fair and consistent to all learners and personnel involved. These systems meet the school, awarding body and national requirements. The IQA Strategy has been written to promote and maintain quality, consistency and fairness throughout the delivery, assessment and internal quality assurance activities.

All members of Safe Start School staff (Head of Centre, Lead IQA and Assessors) will be trained and have a responsibility to be aware of this IQA Strategy and adhere to it within their roles. Please raise any compliance issues directly with the Lead IQA.

This Strategy will be reviewed annually.