SimTrainer UK

Internal Quality Assurance (IQA) Strategy

SimTrainer UK are committed to ensuring that all qualifications offered are of value.

A robust IQA Strategy is a means to ensuring that validity, transparency, fairness and reliability can be assured.

Roles and Responsibilities

Role	Summary of Responsibilities
Tutor/Assessor	Responsible for delivery of the programme content to learners and for ensuring that assessment decisions are made in accordance with learning outcomes and assessment criteria for the unit/qualification. They are responsible for providing meaningful feedback to learners on assessment decisions. - To ensure that learners are given the opportunity to meet the required standards to achieve assessment criteria/learning outcomes/units and the overall qualification; - To assess the knowledge and competence of learners; - To assess whether the learner has provided evidence that they have met the criteria set for the unit/qualification; - To engage in the process of standardisation; - To provide support and guidance to learners; - To provide meaningful feedback.
Internal Quality Assurers (IQAs)	Responsible for checking the quality of planning, delivery, assessment, documentation and certification are in accordance with the requirements of the awarding bodies. Internal verifier(s) will be involved with liaising and supporting tutors. All internal verifier(s), whether they hold a nationally recognised verifier qualification or not, must have up-to-date working knowledge and experience of best practice in assessment and quality assurance and show current evidence of continuing professional development in assessment and quality assurance. - To ensure that assessments are designed and planned with tutors/assessors prior to delivery of the programme/s; - To ensure that material delivered allows learners to meet the identified learning outcomes/assessment criteria; - To ensure that delivery, assessment and internal quality assurance procedures and systems are robust;

	- To ensure that learners' work allows effective verification; - To ensure that there is mapping of achievements against assessment criteria; - To ensure that all document is secured centrally and securely; - To ensure that assessments and internal quality assurance mechanisms meet the standards of the awarding bodies – internal verification of assessment briefs prior to issue/internal verification of assessments/grades and feedback; - To meet with tutors/assessors to discuss standardisation - activities with tutors/assessors to aid interpretation of unit specifications, provide guidance and maintain the accuracy, quality and consistency of assessments and decisions; - To ensure assessment is fair, consistent, appropriate and transparent; - To provide on-going answering of queries relating to the assessment or verification process, interpretation of assessment criteria and special consideration or reasonable adjustment requirements; - To provide constructive feedback and advice on tutor/assessor performance to address any areas for development and maintain good practice. This entails a range of techniques including observation, sampling and checking accuracy and completeness of documentation. A record of discussions/feedback to be kept; - To ensure that all learners put forward for certification have met the assessment requirements of the units/programme being claimed; - To ensure that assessment decisions and recommendations for certification are sound. - Observation of tutors
IQA Coordinator	Responsible for coordinating the IQA process. - To take responsibility for coordinating the internal quality assurance process; - To ensure the centre is compliant with equality of opportunities; - To store records of discussions on assessment briefs, individual performance records, sampling matrix in a secure location;

	- To take a lead role by understanding the legal requirements in terms of maintaining records such as data protection, confidentiality, and secure storage of records. The Internal Quality Assurance Coordinator will maintain all assessment records; - To liaise with External Verifiers and awarding bodies as required; - To maintain regular contact with IQAs; - To coordinate standardisation meeting; - To ensure that all records are maintained and available for external verification as and when required; - To ensure IQA is carried out efficiently and consistently across all qualifications delivered by the centre. - To take a key role within the internal appeals procedure and adjudicate in assessment disputes or variances. - To ensure that learners recommended for certification have been subjected to internal quality assurance in accordance with guidance from awarding bodies; - To managing communications between tutors, assessors, Head of Centre and awarding bodies; - To monitor success and achievement trends; - To ensure equal opportunities are upheld.
Head of Centre	Responsible for the Centre's compliance with IQA processes and practices of all awarding bodies. - To ensure that Tutor/Assessor/IQA occupational competence and pre-requisite requirements are met; - To ensure assessment procedures and systems are in line with the awarding bodies; - To comply with malpractice practice and policies of awarding bodies

The Internal Quality Assurance Process

Pre-delivery

IQAs are required to verify proposed assessment strategies/methods, teaching materials and briefs prior to issue/delivery to ensure they meet required standards. Outcomes of pre-delivery discussion and any subsequent amendments/actions required will be recorded in an action plan available for auditable purposes.

IQA Sampling and Assessment Decisions

Sampling of programmes will be in accordance with the sampling plan. Tutors/Assessors are expected to provide formative feedback to learners prior to completion of the summative assessment/s. A minimum of 50% of samples will be internally verified.

- Sampling will cover all assessors delivering the units/programmes.
- Sampling will cover all units.
- Verifiers will provide written feedback on samples including feedback on assessment decisions, special requirements and authenticity.
- All assessments will be marked and verified in a timely manner.
- Verification records – all documents relating to assessments and assessor feedback to learners will be held securely and centrally by the IQA Coordinator.
- Learners who fail any assessment criteria/learning outcomes will be given the opportunity to complete a reassessment.

Standardisation

In order to ensure standardisation of delivery and assessment SimTrainer UK will ensure that the following procedures and practices are implemented:

Standardisation meetings will take place at regular intervals. Evidence of discussion and meetings will be recorded. The aim is to ensure that delivery of material and marking of assessments is conducted in an appropriate, consistent, fair and transparent manner. Any areas requiring development and/or improvement will be discussed and addressed. The IQA Coordinator will oversee the above processes and practices.

Staff Induction Requirements
All new tutors/assessors will be required to take part in an induction, covering teaching, learning and assessment requirements, awarding bodies standards and good practice.

Continuous Improvement
SimTrainer UK will monitor this policy and any associated feedback and ensure our programmes/qualifications are accessible for external verification as required.