

LAND RECOVERY

INTERNAL QUALITY ASSURANCE POLICY

(For Land Recovery Rail Training Division use only)

Role of the Internal Quality Assurer (IQA)

The Lead Internal Quality Assurer (IQA) will have overall responsibility for ensuring the quality and consistency within the centre. The Lead IQA will hold an appropriate IQA qualifications as approved and specified by the regulatory authorities, meet any requirement for occupational expertise as specified by the relevant standards setting/Awarding body and be approved as required before commencing their role and understand the content, structure and assessment requirements for the award they are verifying.

The centre will ensure that the authority of the IQA is clearly recognised within the structure and that the relevant staff are given sufficient time to complete IQA related activities.

The IQA will ensure that: -

- Candidates evidence is sampled on an on-going basis and feedback is provided to trainers and assessors.
- Any Candidates with special assessment requirements have been identified and their needs met.
- Awarding body procedures are effectively complied with and training and/or assessment decisions are valid, reliable and consistent.
- Feedback to trainers and assessors is recorded and any action required is taken.
- Sampling interviews are conducted with Candidates and records retained.
- The level of sampling is sufficient to ensure consistency of trainers and assessors' judgements.
- Training events and Assessments sampled reflect the standards of the relevant awarding body.
- Records are retained showing that standardisation meetings are held with all relevant staff.
- Records of Candidates achievement provide a clear audit trail of training and assessment and IQA
- The Centre is prepared for all Awarding Body visits and liaises with Auditors/Inspectors when he/she visits the centre.
- Constructive feedback is provided to the training/assessment team in evaluating and further developing its training and assessment practices.

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Strategy for Internal Quality Assuring:

The lead IQA will draw up a Personal Verification Strategy for each individual trainer/assessor outlining number of Candidates permitted at one time and frequency rate of verification. This will be revisited on a frequency determined by the IQA and the experience of the trainer/assessor. (Not exceeding 12 months)

All training and assessment events are saved on the IQA Risk Tracking Sheets of each individual trainer/assessor by the Training Admin in chronological order in a yearly format, the IQA can then see the events that have occurred during any specific month and can actively monitor each Trainer/Assessor and ensure that all areas are covered, previous actions are closed out. The tracking sheet works on a risk-based system and will grade the trainer/assessor according to the findings of the IQA, where weaknesses are identified actions will be put in place and can then be closed out on the tracking sheet. The IQA team will also ensure that a broad cross section of all events is covered and that formative and summative IQA is carried out, formative may also include the trainer/assessor observation.

NVQ sampling will be based on the Risk Tracking sheet of each assessor and the Candidates that they have registered ensuring that a full cross section is covered.

All assessors and Internal Quality Assurers who are unqualified will have their work countersigned by a qualified assessor/ IQA who will be assigned to them until they are qualified and will be available until such times as the lead IQA states in their personal verification strategy.

Standardising Training and Assessment Practice

Standardisation meetings will be held where practical within the full team meetings with all members present. The meeting will help to develop a supportive, non-threatening environment where assessors are able to share issues and concerns in order to ensure each trainer/assessor makes valid assessment decisions. The meetings will focus on areas such as revisions to standards where appropriate, problems with generating evidence, problematic questions, the validity and sufficiency of evidence, the different approaches by trainer/assessors and Candidates progress. The minutes from all meetings will be distributed to all attendees and all action points monitored to ensure implementation.

Developing and supporting Assessors.

All will be provided with an induction programme and access to all the documentation that they need to be able to carry out their duties. They will be allocated a suitable number of Candidates as detailed in their personal verification strategy and kept up to date with assessment opportunities that fall outside of the scope of the NVQ scheme. All assessment methods used by the assessors will be monitored and recorded on the Internal Quality Assurance forms.

Managing Procedures and Documents

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All assessment/NVQ records once complete will be kept and maintained in the Candidates portfolio retained on the Company server, this will also include any staff certification, CPD records, IQA/EQA records, certificate claims, cards issued, performance and management reviews. All files are on a

secure server that is protected and backed up. All tracking sheets will be maintained for ease of tracking.

Invigilation, Malpractice and Conflict of Interest

For the purpose Invigilation the Cskills/NOCN Awards Invigilation Policy for Training Qualifications will be followed, this document can run in conjunction with the Malpractice Policy as there is significant cross over between the documents and requirements.

Note: For the purpose of reference in this Policy, Candidate can also be inferred to mean; Learner, Delegate or Candidate dependant on the qualification/awarding body designation.

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Approved:

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