



Quality Assurance Policy

Strive for Education

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Internal Quality Assurance (IQA) is the process of ensuring that the provision we offer is monitored in order to ensure that they meet or exceed standards. At Strive for Education (Strive) we operate a robust internal quality assurance system, to maintain the consistency and accuracy of provision and ensure continual development of our working practices, resources, processes, and procedures. This supports our aim to encourage and enable knowledge gathering and realise achievement through providing a quality service to schools, students, and families.

We regularly monitor all courses, our curriculum, our staffing structure and pastoral support and intervention. Head of Centre, Andy Brown, frequently reviews all aspects of Strive and Internal Quality Assurance is carried out on an ongoing basis to ensure consistent standards are maintained.

A) Purpose

To meet and exceed the requirements placed upon us by;

- Commissioning schools
- School Leaders
- Families
- Students
- Professional services
- Local Authority

To support all employees to have excellent working practices, through provision of formative training, supervision, observation, and sampling processes.

To support and develop tutors in their working practices by affording them the opportunity to receive critically supportive comments on teaching techniques applied and pastoral support offered.

To ensure provision of secure, safe, hospitable, inspiring, and engaging settings for learners.

To provide a continuous check on the consistency and quality of provision and the consistency of quality care and education.

B) Scope

All employees, tutors, and students; Internal Quality Assurance of any work practices, documents and evidence that impact on the delivery of our provision.

C) Roles and Responsibilities

Our Head of Centre is responsible for ensuring that;

- The quality requirements of our commissioning schools, parents and any professional services partners are met
- IQA policies and procedures are sufficient, regularly reviewed and known, understood and implemented by all;
- All employees and tutors involved in the processes of delivery of services are appropriately trained and qualified through provision of rigorous recruitment processes, induction training and continual development;

- All employees and tutors involved in IQA processes are appropriately trained and qualified through provision of rigorous recruitment processes, induction training and continual development.

Employees and tutors involved in induction of students are responsible for ensuring:
Checking the identity of the student;

All paperwork is fully and accurately completed;

- That students are inducted into their chosen programme in a way that meets their needs.

D) Internal Quality Assurers

Internal Quality assurers are responsible for:

- Ensuring adherence to the principles of assessment and guidance provided by the centre;
- Providing guidance on the interpretation and application of assessment criteria correctly and consistently applied;
- Observation and supply of formative feedback on working practices;
- Sampling of assessment activities such as assessment decisions, formative feedback supplied, completion of portfolio documents, student evaluation forms, etc;
- Ensuring tutors have opportunities for updating and developing their vocational and professional competence;

E) Policy Implementation – Procedures

The IQA policy must be applied to every programme that is internally assessed and which contributes to the final assessment outcome of a student.

Tutors and Internal Quality Assurers will be given sufficient time, resources and authority to perform their roles and responsibilities effectively.

Qualifications

All tutors must have significant experience in the sector of the qualification

Appropriately qualified staff must carry out all internal quality assurance.

F) Observations

All tutors will have at least one observation per half-term by the Head of Centre IQA observation should include;

- Sight of Learning Plan
- Agreement of objectives for the meeting/visit/session
- Student performance and stretching
- Embedding of Functional Skills, Safeguarding and Equality & Diversity
- Questioning / Assessment / Training / Self-guided learning
- Formative feedback

- Recap of learning achieved
- Agreement of next steps

The observation will be recorded on an Observation of Tutor Practice Form and an original filed in the tutor's personnel file.

G) Student Interviews

Once a year the IQA will interview at least one student for each of their allocated tutors. There are set interview questions on the Learner Interview Record, all of which should be asked, but all may not be applicable. These interviews will be carried out face to face.

Once complete a copy of the record should be filed in the tutor's personnel file.

H) Disagreement of IQA findings

Every tutor has the right to challenge an IQA decision made on their assessment decisions. The assessor should indicate their disagreement on the relevant IQA form and bring it to the attention of the IQA within 5 working days of being informed that the portfolio is ready for collection following an IQA.

Where there is a challenge made the assessor and IQA must in the first instance meet and discuss the challenge informally, if agreement can then be made, this should be indicated on the IQA form and then no further action is required.

If an agreement cannot be reached then this goes to:

1. Stage 1 Appeal

The lead IV will allocate another IQA to investigate the challenge. They will discuss the IQA report with the assessor and the first IQA and will IQA the piece of evidence/document themselves and will inform the Lead IV of the results of their investigation.

The Lead IV will inform both parties of the result.

That decision can be appealed by either party and will then go to:

2. Stage 2 Appeal

The Lead IV will listen to all parties, review the evidence and will rule on evidence/document. The lead IVs decision is final.

I) Standardisation & Development

Strive will host at least four team development meetings every year. These meetings will normally be held at the same time and include a general team meeting.

Tutor development & standardisations will be recorded in the meetings minutes and all tutors must update their CPD with details of development.

All tutors are encouraged to continually develop their skills and knowledge in their assessment sectors and in teaching and training techniques.