

1. Purpose

1.1. The purpose of this policy is to set out the principles to be followed to ensure a consistent and effective approach to managing internal quality assurance across More Training.

2. Scope

2.1. This policy applies to all staff, learners, contractors and third-party agents involved with More Training.

3. Policy Statement

3.1. This policy underpins More Training commitment to continually improve all its internal Quality Assurance practices in line with the 6317 Training, Assessment and Quality Assurance (TAQA) standards.

4. Minimum Standards

- 4.1. Experienced Assessors will be Internally Quality Assured depending on their experience of the qualifications being assessed.
- 4.2. Assessors new to the Centre will be continually assessed throughout all units of their qualification(s) until the Internal Quality Assurer (IQA) is satisfied they meet the required standards. This will depend on the assessor's experience, qualifications, occupational competence and workload.
- 4.3. All learners will have at least the minimum level of sampling completed according to the Centre sampling plan.
- 4.4. New qualifications will have every unit sampled until the IQA has covered all aspects of the qualification. The External Quality Assurer (EQA) may also be consulted.
- 4.5. All units within established qualification routes will be subject to IQA through the assessment process, for each cohort of Learners.

- 4.6. The IQA will also sample the assessment process through the assessment records to show that planning, observation and questioning, judgments and decisions on assessment are fair to all learners, and that feed back to the learners has been carried out.
- 4.7. Through the above processes and over a period of time all learners, assessors, methods, sources of evidence, records and sites would have been sampled (C.A.M.E.R.A).
- 4.8. Interim Quality Assurance is mandatory on at least one occasion throughout each learner journey.
- 4.9. Sampling sizes and frequencies within a cohort may be adjusted at the discretion of the Internal Quality Assurer, with guidance from the Lead Internal Quality Assurer and / or External Quality Assurer where appropriate.

5. Interviewing of Candidates

- 5.1. All Learners will have the opportunity to comment on their learning experience, this may be by the use of evaluation sheets, verbal feedback to the Assessor or by the Internal Quality Assurers interviewing the Learner using the Learner Interview Record.

6. Training Needs Analysis for Assessors

- 6.1. Experienced Assessors will have training needs analysis and monitoring carried out with their IQA once a year as a minimum. A less experienced Assessor will be monitored more frequently.

7. Training Needs Analysis for Internal Quality Assurers

- 7.1. Experienced IQAs will have training needs analysis and monitoring carried out with the Lead IQA once a year as a minimum. A less experienced IQA will be monitored more frequently.

8. Standardisation

- 8.1. It is the policy of More Training that standardisation meetings will be carried out at least every 3 months or more often if there is a change to the system. This would

include new paperwork, qualifications, and the standardization of assessment methods and evidence.

Unless there are any changes this policy will be reviewed annually at the end of the academic year (1st Aug – 31st Jul) by the Owner.