



Internal Quality Assurance Policy – September 2015

Scope

Hertfordshire FA ensure that these arrangements are in place to quality assure the assessment of qualifications. The objective of these arrangements is therefore to ensure that all assessment is fair, consistent and meets 1st4sport and national requirements.

This policy has been designed to promote quality, consistency and fairness throughout the assessment and internal verification activities. It aims to ensure that standards of assessment are maintained consistently over time.

This document is applicable to everybody involved in the management, administration, training, assessment and internal verification of any qualification delivered within the breadth of this centres activities.

Any activity related to centre satellite, delivery and/or assessment sites are also obliged to abide by this policy.

For qualifications where, because of the size or geographic spread of assessments, more than one internal verifier is required to ensure the quality, an Internal Verification Team (IVT) is established.

Where an IVT is required, one verifier is identified and allocated to take on the role of a 'Lead IV', ensuring that the internal verification strategy and sampling plans are effectively established, implemented and maintained by the IVT.

Where only one IV is needed to cover the centre's activities for a specific qualification, the IV is responsible for establishing the IV sampling strategy, sampling plan and subsequent implementation.



The Internal Quality Assurance Aim

The aim of Internal Quality Assurance is:

- To ensure the effective management of assessment.
- To ensure the consistency and validity of verification processes.
- To ensure the effective support for assessment and verification personnel.
- To ensure the quality assurance of the outcomes of assessment in-line with awarding organisation and national requirements.

Internal Quality Assurance Objectives

The objectives of internal verification fulfil a variety of quality assurance considerations. The list below outlines internal quality assurance objectives, which ensure that Hertfordshire FA:

- operates from this established quality assurance policy and related procedures which are consistently reviewed where required in accordance with generic quality control arrangements
- ensures an effective induction is provided for all members of the assessment and verification teams, as required
- ensures effective appraisal and continued professional development for all members of the assessment and verification teams
- ensures that the assessment and verification teams understand and are able to follow and advise on all centre policies and procedures
- ensures equality and diversity is embedded throughout the internal quality assurance and assessment activities
- ensures quality via accurate and effective assessment of all learners
- monitor and ensure consistency of assessment outcomes via appropriate interpretation of 1st4sport's specific qualifications and/or national requirements
- reviews and evaluates the quality and consistency of assessment at different stages of the assessment process
- maintain accurate and current records of internal quality assurance
- standardise all components of the assessment where appropriate
- carry out continuous improvement activities to ensure all corrective actions and best practice guidelines requested by awarding organisations and their moderation staff (including external verifiers) are complied with.