



Internal Quality Assurance Policy

ADV Swim School, working with Safety Training Awards (Awarding Organisation) will share the responsibility of quality assurance. All individuals involved in the quality assurance of qualifications must have a clear understanding of the following: -

- Role and responsibility in relation to quality assurance
- How, why and when the process of quality assurance is applied
- Standards that need to be achieved
- Knowledge of the differing roles within the quality assurance system

ADV Swim School has developed a strategy to ensure that quality assurance is maintained and can continually progress to improve standards and meet all the requirements as set out by the Awarding Organisation.

The ADV Swim School strategy will include the following: -

- Recruitment of IQAs
- Defining the role and responsibility of IQAs
- Carrying out Risk Assessment
- Working with assessors
- Sampling of assessment
- Monitoring of assessment practice
- Standardisation
- IQA documentation
- Guidance and Support to assessors
- Tracking of Learner progress
- IQA meetings

Selection of IQAs

ADV Swim School will ensure that all IQAs have appropriate background experience and an understanding of the standards required and that they maintain up to date professional competence via continuous professional development (CPD). This will include: -

- Checking of IQAs CVs and ensure copies are held by the Awarding Authority
- Implementing a system of updating for IQAs
- New IQAs to be monitored by experienced EQAs on a regular basis
- Ensuring all IQAs clearly understand their role within the quality assurance system



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Continuous Professional Development (CPD)

All IQAs will be required to maintain their record of CPD in order to ensure up dating and competence.

Examples of valid CPD will include: -

- Study for a Level 4 approved qualification in IQA
- Collaborative working with the Awarding Organisation
- Other appropriate occupational activity as agreed with ADV Swim School and/or EQA

IQA Role

Internal quality assurance ensures best assessment practice leading to consistent and valid assessment decisions. Quality assurance involves: -

- Monitoring assessment conduct
- Sampling learner evidence to verify assessment decisions
- Supporting and advising assessors
- Keeping up to date records of quality assurance and assessment
- Evaluate to a consistently high standard
- Providing information for analysis by ADV Swim School
- Meet external quality assurance requirements

Risk Assessment

The IQA will be required to carry out a risk assessment on all assessors contracted or sub-contracted to ADV Swim School. Risk should be recorded on the learning needs analysis form and internal quality assurance feedback sheet. The risk assessment should be reviewed on a regular basis in-line with the amount of assessments carried out by each assessor (normally at least every 6 months).

Risk Rating

High	New Assessor/Tutor
Medium	Experienced Assessor/tutor carrying out role on an infrequent basis
Low	Experienced Assessor/tutor with current IQA/Moderator assessment



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Working with Assessors

Each assessor will be provided with a named IQA at the commencement of a course. The IQA will be the assessor's first point of contact for guidance and support.

It will be the responsibility of the IQA to report back to the ADV Swim School centre co-ordinator any training requirements not currently accommodated within the centres planned courses.

Monitoring of Assessments

The amount of monitoring of assessors will vary depending on each assessor's risk rating (see above). The purpose of monitoring will be to: -

- Check learner progress
- Ensure consistency of standards
- Observe part of the assessment programme
- Identify and resolve problems if possible
- Carry out informal training if required (eg. Completion of documentation)
- Identify any training needs and report to ADV Swim School
- Review risk rating and learning needs analysis
- Sign off completed units

The IQA will be required to complete a feedback form for each monitoring session conducted. The form will be signed by the assessor and IQA who will each retain a copy.

Sampling of Assessment

Sampling ensures consistency and accuracy of assessment decisions along with identifying and potential problems. Sampling must take place on all registered Safety Training Award courses.

The IQA will look at a representative sample of assessment decisions and a sampling plan will be agreed with the ADV Swim School Co-ordinator.

Learner Support

The IQA will ensure an appropriate level of learner support. ADV Swim School will ensure a feedback system for learners to measure the degree of satisfaction with the level of support provided. Feedback will be encouraged from learners through the use of evaluation forms, sample interviewing by IQA.



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IQA Documentation

All learner and assessor documentation will be retained by ADV Swim School for the minimum period specified by Safety Training Awards, in order to comply with legislative requirements. Documentation must be completed accurately, legibly and in black ink.

IQAs will be responsible for the security of their own records.

Monitoring & Review

This policy and its procedures will be reviewed on a regular basis in order to improve and update Quality Assurance requirements.

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