

Optimal Risk Training

Internal Quality Assurance Policy

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Change history

Date	Version	Created by	Description of change
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Mar 26	4.0	Compliance Lead	Rewrite and renewal of ORT QMS

Table of contents

1.	INTERNAL QUALITY ASSURANCE (THE IQA PROCESS):.....	2
2.	ROLES AND RESPONSIBILITIES	2
3.	SUITABLY QUALIFIED AND EXPERIENCED PERSONS (SQEP)	3

1. Internal Quality Assurance (The IQA Process):

We operate a robust internal quality assurance system to maintain the consistency and accuracy of assessments, working practices, resources, processes and procedures for our training courses.

Internal Quality Assurance is carried out on an ongoing basis to ensure consistent delivery and that assessment standards are maintained.

2. Roles and Responsibilities

Centre Manager:

The training centre manager is responsible for the planning and delivery of training operations, ensuring high-quality instruction and compliance with standards. Key responsibilities include ensuring:

- All trainers and assessors involved in the delivery of courses are appropriately trained and qualified and embark on continual professional development
- The quality requirements of the awarding organisations are adhered to in the delivery of training and the assessment of student work
- IQA strategies and methodologies are sufficient, regularly reviewed and implemented
- All those involved in the IQA process are appropriately trained and qualified and have up-to-date working knowledge and experience of best practice in assessment and quality assurance

Tutors/Assessors:

Tutors/assessors are responsible for delivering the training and assessing learner submissions ensuring:

- Learners are fully supported throughout the term of their qualification.
- All assignments adhere to the requirements of the awarding organisation.
- Assessments are authentic, reliable and sufficient.
- Accurate records of training activities, learner evidence and feedback are maintained.
- Attendance at IQA meetings and acting on feedback from IQA sampling, to improve training and assessment practice.

Internal Quality Assurer (The IQA Role Holder):

A qualified individual responsible for monitoring assessment practice and ensuring assessment quality.

Responsible for:

- Planning individual IQA sampling plans
- Sampling learners evidence to verify assessment decisions.
- Verifying the accuracy, consistency and quality of assessors' decisions
- Provide support to trainers and assessors
- Identify trends and have input towards making improvements
- Ensuring accurate assessment records are maintained

3. Suitably Qualified and Experienced Persons (SQEP)

IQAs are to be appointed only if they are SQEP for the role and specific course.

What qualifies as SQEP is to be taken from the relevant course specification and/or the AO.