



Internal Quality Assurance Policy

Aim:

To ensure that internal quality assurance and verification is valid, reliable and covers all assessors and programme/qualification activity.

To ensure that the internal quality assurance procedure is open, fair and free from bias.

To ensure that there is an accurate recording of internal quality assurance decisions.

In order to do this, the Spiritual Companions Trust will:

Ensure staff are briefed and trained in the requirements for the internal quality assurance procedure

Ensure effective internal quality assurer (IQA) roles are defined, maintained and supported

Ensure that all centre assessment instruments are verified as fit for purpose.

Internal quality assurance is promoted as a developmental process

Verify an appropriately structured sample of assessor work from all programmes and qualifications to ensure conformity of standards.

Plan an annual internal quality assurance schedule, linked to assignment plans.

Define, maintain, and support effective internal verification roles.

Ensure that identified staff will maintain secure records of all internal quality assurance activity.

Provide standardized, internal quality assurance documentation.

Use the outcome of internal quality assurance to enhance future assessment practice.