

Internal Quality Assurance Policy for Qualifications delivered by BWL - Version #5 (March 2018)

1 Introduction

This policy has been designed to promote quality, consistency and fairness throughout the delivery, assessment and internal quality assurance activities related to the above award.

This document is applicable to everybody involved in the delivery, assessment, quality assurance, administration, management of the qualifications and satellite centres. British Weight Lifting may set up license holder agreements for the learning element of this programme; any licensed holders would be expected to abide by this policy in terms of the delivery of the programme. The co-ordinating internal quality assurer of these awards is Zoe Metcalfe. Due to the initial roll out and technical components of these programmes the centre will only use the internal quality assurers listed within the British Weight Lifting approved list, they will work on ensuring that the Internal Quality Assurance Strategy related to these awards are effectively established and implemented.

2 Quality Assurance Aim

The Internal Quality Assurance aim is to ensure effective management of delivery, assessment and quality assurance processes, effective support for the workforce and designated personnel, and to quality assure the outcomes of assessment in-line with the Awarding Organisation.

3 Quality Assurance Objectives

Internal Quality Assurance will:

- operate in line with established policies and procedures that are reviewed yearly
- ensure an initial orientation is provided for all members of the delivery assessment and quality assurance teams, as required
- ensure personnel are updated on a regular basis (via workforce communications sent by email)
- ensure that all personnel understand and follow British Weight Lifting policies and procedures
- ensure quality via logged accurate and effective assessment of all learners
- monitor and ensure consistency of assessment outcomes
- review and evaluate the quality and consistency of delivery and assessment at different stages of the assessment process
- maintain accurate and current records of internal quality assurance interventions
- standardise all components of the delivery and assessment
- communicate effectively with external verifiers from the Awarding Organisation

Internal Quality Assurance Strategy - Version #5 (March 2018)

Introduction

The purpose of this strategy is to provide realistic strategic objectives devised to ensure that British Weight Lifting will effectively comply with the Awarding Organisation's requirements. In devising an Internal Quality Assurance Strategy, we are also effectively complying with our own Internal Quality Assurance policy.

Strategic objectives

There are a number of strategic objectives whereby we will:

- ensure that all personnel with internal quality assurance responsibilities are suitably accredited by British Weight Lifting to undertake this role
- ensure that all delivery, assessment, internal quality assurance are aware of the internal quality assurance policy and strategic objectives and are able to facilitate the implementation
- Ensure all changes are communicated effectively and efficiently
- ensure that all personnel have the opportunity to self-develop in the areas of delivery, assessment and internal quality assurance
- implement a system for new internal quality assurance personnel to support them in fulfilling their duties effectively
- communicate with all personnel involved in this award for standardisation after 150 learners have been through learning and assessment of this award, and hold an annual standardisation meeting.
- ensure that an element of internal quality assurance is conducted for relevant events
- ensure that all deliverers and assessors working across this award are visited over a twelve-month period
- ensure that records of intervention from internal quality assurers are maintained for external verification purposes
- ensure that all assessment (registers) and internal verification records (reports) per learner are maintained for a period of five years after certification has occurred.

Internal Quality Assurance Interventions

The following internal quality assurance interventions aim to ensure the consistency of delivery and assessment across all personnel. Internal Quality Assurers will make an intervention at 50% of events and 25% of learners at these courses, to ensure everyone is visited over a 12-month period, or more regularly if required. BWL will visit a randomly selected number of events delivered by Satellite centres per year to ensure consistent delivery and assessment.

Internal Quality Assurance include:

- observation of delivery and assessments (50% of courses will be selected for IQA)
- sampling of assessment evidence (25% of learner portfolios will be desk base reviewed for any events whereby there is no observation, but they have been selected for IQA)
- standardisation feedback to be communicated to the workforce following 150 learners completing the qualification and standardisation events to be held annually.