

# Internal Quality Assurance Policy/Strategy

**POLICY STATEMENT:** The purpose of this policy is to: Outline the Internal Quality Assurance Policy/Strategy for SALT TRAINING LIMITED and identifies to the public, customers/learners, staff and our awarding organisation SALT TRAINING LIMITED's policies and procedures.

## Introduction

SALT TRAINING LIMITED has a robust approach towards quality assurance. Our aim is to continuously check, review and revise our processes and to ensure that we always provide the highest standards in delivery, assessment and quality assurance for our customers and awarding organisations. SALT TRAINING Limited is a new provider, established in September 2023. However, The Managing Director, Trainers, Assessors and Internal Quality Assurance staff are very experienced in delivering qualifications to numerous awarding organisations, a specialism in construction and the use of Cskills / NOCN and City & Guilds Qualifications and quality frameworks. SALT TRAINING LIMITED assesses the level of risk of valid assessments and adjusts its Internal quality assurance strategy to reflect this, for example new or unqualified staff will receiving higher levels of sampling and scrutiny from the assigned IQA to ensure that assessment decisions and quality assurance is to the high level of standards that SALT TRAINING LIMITED expects.

## Overview

Internal Quality Assurance (IQA) forms one part of the Company's quality assurance process and focuses on SALT TRAINING LIMITED's responsibilities as a training centre to ensure:

- Appropriate design of programme to meet all qualification or unit specifications and rules of combination, as well as meeting the criteria of the apprenticeship standard
- Effective delivery that meets learner expectations and agreed learner journey
- The accuracy and consistency of assessment decisions between Development Coaches
- Development Coaches are consistent in their interpretation of qualification or apprenticeship standard
- Maintenance of records to provide an audit trail and enable certification and any external verification
- Monitoring, review and evaluation for continuous improvement

## Trainers, Assessors and Internal Quality Assurers

Trainers are selected for their relevant occupational experience competence and are selected to train on qualifications that their vocational experience maps to through their CV, qualifications or experience. All Trainers must hold or be working towards the DET/ DTLLS (Diploma in Education & Training) qualification, have relevant trade qualifications and hold or be working towards maths and English level 2 or equivalent. New trainers will be supported by more experience and qualified trainers by providing them with an action plan and countersigning any practical assessments taking place for training qualifications. New trainers will receive a higher sampling level by the IQA. The new Trainer will be sampled accordingly in line with the sampling strategy (see sampling strategy). During this time, they are coached and supported by an Internal Quality Assurer (IQA). The IQA will give sufficient support and have relevant technical/occupational familiarity for the area of verification and be fully conversant with the units.

Assessors are selected for their relevant occupational experience competence. They must hold the Level 3 Certificate in Assessing Vocational Achievement (CAVA) or A1 or D32/33 or be working towards CAVA. They must be current practitioners and be able to demonstrate a clear understanding of the role of 'assessor'. Where a new Assessor is recruited, they are provided with a clear action plan for achieving the level 3 units within a maximum of 18 months. The new Assessor will be sampled accordingly in line with the sampling strategy (see

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**Stage of Approval: Approved**  
**Date of Review: January 2024**

sampling strategy). During this time, they are coached and supported by an Internal Quality Assurer (IQA). The IQA will give sufficient support and have relevant technical/occupational familiarity for the area of verification and be fully conversant with the units.

The IQA will hold the Training, Assessment, Quality, Assurance (TAQA) or V1 or D34.

## Standardisation Meetings

It is the responsibility of the IQA to hold standardisation meetings. These will be held quarterly. Items for discussion will include (but not limited to) the following:

- IQA actions
- Standardisation / best practice
- Actions from EQA visits
- Feedback from inspections or self-assessment reports
- Changes in policies, paperwork or processes
- Development sessions

Key actions will be recorded, resolved and retained for future review, as required. Actions will also inform the SALT TRAINING LIMITED Quality Improvement Plan (QIP).

## IQA Strategy

In all cases the assessment strategy for the qualification must be consulted for specific requirements. It is good practice to utilise the 'CAMERA' model:

Factors	Sampling must cover/consider
Candidates/Learners	Ethnicity, age, gender, whether candidates are employed full or part time and any special arrangements
Assessors	Experience (new assessors are higher risk), feedback from EQA visits, qualifications, workload, occupational experience
Methods of Assessment	Questioning, observation, testimony, RPL, use of simulation, product evidence, assignments, projects and tests
Evidence Types	Written confirmation that evidence is valid, authentic, current, sufficient plus a focus on any special requirements and identified problem units

In all cases the Sampling Strategy will reflect the risk analysis of the qualification/standard, Trainer/Assessor and learners. The IQA verification process will sample across all activity and cohorts. Sampling will include the type of activity undertaken, evidence, knowledge and feedback. This will be an integral part of the IQA role and

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form part of the standardisation process. As in the table above, the choice of focus could depend upon many factors including identified issues in assessment of the unit, feedback from EQA and concerns about standardisation. In addition the IQA will complete practical assessment observation on all Trainers/Assessors (regularity based on risk level and identified in the IQA sampling Strategy) to support the continuous development of assessment and high quality standards expected at SALT TRAINING LIMITED.

### Sampling Strategy

Each Trainer/ Assessor will be risk rated by the appropriate IQA, against each qualification/standard that they deliver in order to identify the sampling rate to be applied to their cohorts.

### Risk Rating

Risk Rating	Staff member is	Sampling Rate
Red	New to SALT TRAINING LIMITED/Standard/Qualification	100% of cohort learners sampled across all units  25% of cohort learners Practical assessment observed, completed by the assigned IQA
Amber	In need of support (has had IQA actions raised previously)	50% of cohort learners sampled across all units  15% of cohort learners Practical assessment observed, completed by the assigned IQA
Green	Experienced (12 months or more on qualification to be sampled, qualified and experienced with no IQA/EQA actions)	10% of cohort learners across appropriate sample of units  10% of cohort learners Practical assessment observed, completed by the assigned IQA

In addition, for candidates who are being part claimed, a minimum of 10% of the units being claimed for that candidate will be desk sampled, irrespective of the sampling rules above.

### Trainee Assessors

Where an Assessor is undertaking their assessor qualification and they are assessing formal qualifications, all assessment decisions will be countersigned by a qualified assessor in addition to application of the sampling strategy above.

All Internal Quality Assurance Policy/Strategy Policies and Procedures will comply with the awarding body requirements

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