

## **Quality Assurance Policy**

The BTEC Vocational Certificates and Diplomas delivered through Freshart College are awarded through the QCF programmes of study. As such they are delivered by 100% internal assessment and are not subject to the completion of external examinations. As such, the process of ensuring the validity, due diligence and integrity of the assessment leading to an award must be transparent and thorough.

The centre will be subject to Quality Management Review (QMR) on a yearly basis carried out by an Edexcel representative visiting the centre.

### **Internally Verifying Assignment Briefs**

All assignment briefs must be Internally Verified and a Pearson Internal Verification form for Assignment Briefs must be completed, including any remedial actions required to bring the assignment brief up to standard. Any suggested remedial actions must be carried out before the learners receive the assignment brief.

### **Internally Verifying Assessment Decisions**

During, and at the end of, the production of assignment evidence, the relevant assessor will complete assessments of the work.

Soon after assessments have been made, ideally within a three week time window, a sample of work must be passed to the nominated Lead Internal Verifier for checking. The Lead Internal Verifier must use their integrity to carefully examine the sample to ensure that assessment decisions are valid and accurate. A Pearson Internal Verification form for Assessment Decisions must be completed for each piece of work, and copies must be kept centrally by the Lead Internal Verifier.

At Freshart we do not prescribe sample size but a well-constructed sample will consider:

- The full range of assessment decisions made: pass, merit, distinction criteria and not yet achieved, should all be included in the sample if possible
- the experience of the Assessor: new or inexperienced Assessors should have more work
- internally verified than an experienced Assessor
- new BTEC programmes: when a unit or programme is first introduced, the sample should be increased
- the size of the group of learners

- known issues with internal verification: these may have been identified previously

It is the responsibility of the assessor to ensure that any remedial actions highlighted during the IV process have been taken before the final certification can be awarded.

### **Responsibilities for Quality Assurance within the programme team**

#### **The Programme Leader will:**

- Ensure all administrative responsibilities with respect to quality listed below are fulfilled in a timely and considered way.

#### **The Lead Internal Verifier will:**

- make a risk assessment judgement relating to how much of each assessor's work should be internally verified based on the particular assessor's experience / expertise / previous evidence
- produce an Internal Verification schedule showing:
  - the number of samples of each unit that will be internally verified from each assessor
  - when the internal verification will and has taken place
  - recording who carried out the internal verification
  - indicating where remedial action has been identified, and when it has been completed
- ensure that the process of internal verification runs smoothly and with accuracy and integrity
- retain comprehensive records of all internal verification carried out
- promote opportunities for teams to work together to achieve a high quality standard
- advise team members on any training needs
- Work with the Programme Leader to collate and present evidence for Quality Management Review
- Work with the Programme Leader to carry out any actions required to ensure quality within the programme of study

#### **The Teacher Assessor will:**

- decide and check whether the evidence submitted by their learners is valid, authentic, consistent and sufficient to satisfy the grading criteria
- record their assessment decisions
- provide timely and relevant feedback to the learners that enable them to progress
- organise and make available the samples of work required for internal verification
- carry out any remedial actions resulting from the internal verification

#### **The Quality Nominee will:**

- Will monitor all programme files, ensuring all Assignment Briefs have been verified by the Lead IV and assessment decisions for a sample of completed assignments have been carried out for every unit delivered.
- Quality Nominee will sample a selection of Lead IV decisions of both Assignment Briefs and assessments to reinforce quality assurance process.

***This policy will be reviewed every 12 months by the Principal of College***