

ILLUMIN ACADEMY

Internal Quality Assurance (IQA) Policy - V1.0

1. Purpose

This policy outlines Illumin Academy's approach to Internal Quality Assurance (IQA) to ensure that assessment practices are consistent, fair, valid, and aligned with the standards required by awarding bodies such as OTHM and NCFE CACHE. IQA is a key element in maintaining the integrity and quality of the qualifications offered.

2. Scope

This policy applies to all qualifications delivered by Illumin Academy that require internal assessment. It is relevant to assessors, internal quality assurers, learners, and centre staff involved in the delivery, assessment, and quality assurance of qualifications awarded by OTHM and NCFE CACHE.

3. Objectives of IQA

The IQA process aims to:

- Ensure assessments are valid, reliable, and conducted fairly.
- Verify that assessment decisions meet awarding body standards.
- Support and develop assessors through standardisation and feedback.
- Identify good practice and areas for improvement.
- Ensure timely and accurate completion of assessment records.
- Meet the compliance requirements of awarding bodies and regulators.

4. IQA Process and Activities

Illumin Academy undertakes the following IQA activities:

- Sampling of learner assessments across assessors, units, and levels.
- Observation of assessor practices to ensure consistency.
- Regular standardisation meetings for assessors.
- Feedback to assessors and action planning where needed.
- Use of IQA tracking documentation to monitor progress.
- Review and evaluation of assessment instruments and practices.

5. Sampling Strategy

A risk-based sampling strategy is used that takes into account:

- Experience and qualification of the assessor.
- Number of learners per cohort.
- Complexity and credit size of the qualification.
- Previous IQA findings or external verifier feedback.

The IQA will ensure that a representative range of units, assessors, and learner work is reviewed.

6. Roles and Responsibilities

- The Internal Quality Assurer (IQA) is responsible for carrying out quality assurance activities and maintaining IQA records.
- Assessors are responsible for delivering assessments in line with standards and cooperating with the IQA process.
- The Centre Manager ensures that the IQA process is effectively implemented and supported.

7. Record Keeping

Illumin Academy maintains clear and up-to-date IQA records including:

- IQA sampling plans and tracking logs
- Assessor observation reports
- Standardisation meeting minutes
- Feedback and action plans for assessors

All records are stored securely and are available for review by OTHM, NCFE CACHE, and regulatory authorities.

8. Policy Review and Continuous Improvement

This policy is reviewed annually or in response to changes in guidance from OTHM, NCFE CACHE, or regulatory authorities. Feedback from external quality assurers, staff, and learners is used to continually improve assessment and quality assurance practices.

Contact Information:

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