

# **FIRSTAID4LIFE Limited**

## **Internal Quality Assurance Policy**

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### 1. Introduction

#### 1.1

Internal Quality Assurance is the process of confirming that the assessment decisions made by all associated with FIRSTAD4LIFE LIMITED are accurate and consistent and that the evidence for this process is properly produced and maintained.

#### 1.2

FIRSTAD4LIFE LIMITED internally quality assures that the internal assessment decisions made by those employed by FIRSTAD4LIFE LIMITED comply with the standards published by the Awarding Organisation (AO) or official guide to the qualification.

#### 1.3

FIRSTAD4LIFE LIMITED also uses the opportunity provided to verify that assessment evidence is collected fairly, consistently and efficiently and that administrative procedures are correctly followed.

### 2. Resources required

#### 2.1

Tutors [Internal Assessors] will have the qualifications and experience to deliver [train and assess] the qualification identified.

#### 2.2

FIRSTAD4LIFE LIMITED will appraise [teaching] and verify [assessment] of its staff once a year and record the outcome of the annual review on AO document PR6. Suitable staff for undertaking an annual review will be EITHER FIRSTAD4LIFE LIMITED Internal Quality Assurers OR Another AO Centre's Internal Quality Assurers, if appropriate.

#### 2.3

FIRSTAD4LIFE LIMITED Internal Quality Assurers or, if appropriate, those of Another AO Centre (see above), will be approved by the AO.

#### 2.4

FIRSTAD4LIFE LIMITED tutors and Internal Quality Assurers will attend a minimum of one standardisation meeting per year.

#### 2.4

FIRSTAD4LIFE LIMITED Internal Quality Assurers will hold a teaching qualification, an Internal Quality Assurer qualification or be suitably experienced in assessing the qualification delivered [suitable experience, for FIRSTAD4LIFE LIMITED purposes, will be defined by the number of training courses logged on the AO Website]. FIRSTAD4LIFE LIMITED Internal Quality Assurers are expected to have delivered [trained + assessed] more than 12 courses and be current [delivered 3+ courses in previous 12 months].

### **3. Method**

3.1 AO assessment methods require candidates to be continually assessed throughout the course. FIRST AID4LIFE LIMITED staff training and Internal Quality Assurance ensures that evidence of appropriate decisions are recorded throughout the training day.

3.2 FIRST AID4LIFE LIMITED trainers will support assessment decisions with appropriate supporting comments on the assessment documentation for each candidate, as required by the AO.

3.3 The FIRST AID4LIFE LIMITED Internal Quality Assurer will review assessment decisions, evidence taking and administration activity performed by the tutor. Ideally the assessment decisions of the tutor and Quality Assurer should agree. The process is designed to identify differences in interpretation and maintain a common interpretation within FIRST AID4LIFE LIMITED tutors. Constructive analysis of the decisions made is to be encouraged.

3.4 Where assessment decisions differ, the tutor [Internal Assessor] and Quality Assurer will discuss decisions and interpretation of published assessment guidance documents. This discussion will be recorded. If further staff training is required this will be identified by FIRST AID4LIFE LIMITED and provided by FIRST AID4LIFE LIMITED.

3.5 Internal Quality Assurance documentation (Appendix 1 of this policy document or PR6), will be completed and retained for review and be available for the AO and/or its regulators to view.

3.5 Quality Assurance documentation will be forwarded to the AO and archived on the AO website database.

**APPENDIX 1: Internal Quality Assurance Record**

Qualification:	Assessor:
IQ Assessor:	Date:

Candidate	Activity Assessed	Assessment Method	Assessor Assessment	IQ Assessor Assessment

**COMMENTS – to be completed by IQ Assessor**

Were assessments completed in accordance with AO requirements and appropriate to the activities?	Yes	No
Have any discrepancies with assessments been discussed with the assessor?	Yes	No