



# Internal Quality Assurance Policy

<b>Current version:</b>	V1
<b>Team:</b>	Forest School and Training
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<b>Date effective from:</b>	30/7/2024
<b>Date of last review:</b>	30/7/2024
<b>Date of next review:</b>	30/7/2027

## Record of changes

Version	Date	Changes

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# Introduction

Internal Quality Assurance (IQA) is the process of confirming that the assessment decisions made by all associated with The Outdoors Group (TOG) are accurate and consistent and that the evidence for this process is properly produced and maintained. Thus, maintaining confidence in the integrity of the qualification.

TOG internally verifies that the internal assessment decisions made by those employed by TOG comply with the standards published by the Awarding Body, ITC First, or detailed within the official guidance to the qualification.

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

Evidence of Internal Quality Assurance activities undertaken by TOG will be archived on the ITC website. These activities will include:

- a) IQA of assessment decisions including double assessment by internal quality assurer and assessor
- b) Evidence of annual observation of training and assessment decisions for each assessor within TOG delivering first aid/short course qualifications awarded by ITC First.
- c) Sampling plans
- d) Minutes of standardisation meetings

and may include evidence of:

- a) Team teaching
- b) Other meetings of relevance
- c) Awarding body CPD events
- d) Thematic reviews of all aspects of learner journey
- e) Other IQA activity.

Evidence to be archived on ITC Centre documents area of ITC website ([the Member's WebOffice](#)) at least once per year.

## Resources required

Trainers/assessors will have the qualifications and experience to deliver train and assess the qualification identified. All evidence will be archived on ITC website ([the Member's WebOffice](#)).

TOG will appraise teaching and confirm assessment judgements of its staff regularly and record the outcomes of this quality assurance activity on the ITC website.

TOG will maintain a file of suitable staff for undertaking internal quality assurance (IQA) activities.

TOG trainers/assessors and internal quality assurers will attend a minimum of 1 standardisation meeting per year.

TOG internal quality assurers will hold an internal quality assurer's qualification or be suitably experienced in assessing the qualification delivered. Suitable experience, for TOG purposes, will be defined by the number of training courses logged on the ITC Website. E.g. TOG internal quality assurers for first aid are required to have delivered [trained + assessed] more than 10 courses and be current [delivered 3+ courses in previous 12 months].

TOG will produce a sample plan for each assessor for each qualification annually and archived on the ITC First website [Centre documents area]

## Method

ITC First assessment methods are described in the qualification specification. TOG staff training and internal quality assurance ensures that evidence of appropriate assessment decisions is recorded throughout the delivery of the qualification.

The TOG internal quality assurers will review assessment decisions, evidence taking, and administration activity performed by the assessor. Ideally the assessment decisions of the assessor and internal quality assurer (IQA) should agree. The process is designed to identify differences in interpretation and maintain a common interpretation within TOG assessors. Constructive analysis of the decisions made is to be encouraged.

Where assessment decisions differ, the assessor and IQA 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 TOG and provided by TOG.

Internal quality assurance documentation will be completed and retained for review and be available for ITC First and/or its regulators to view.

Internal quality assurance documentation will be forwarded to ITC and archived on the ITC website Centre document archive.

TOG will respond to the guidance generated by ITC First external quality assurance activity.

# Appendix 1 : Internal Verification Record

<b>Qualification:</b>	<b>Assessor:</b>
<b>IQA Assessor:</b>	<b>Date:</b>

<b>Candidate</b>	<b>Activity Assessed</b>	<b>Assessment Method</b>	<b>Assessor Assessment Decision</b>	<b>IQA of Assessor Assessment Decision</b>

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

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

**COMMENT:**

**Assessor Signature** \_\_\_\_\_ **IQA Signature** \_\_\_\_\_