

Charlotte's Forest School



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 Charlotte's Forest School 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.
- 1.2 Charlotte's Forest School internally verifies that the internal assessment decisions made by those employed by Charlotte's Forest School comply with the standards published by the Awarding Body or official guide to the qualification.
- 1.3 Charlotte's Forest School also uses the opportunity provided to verify that assessment evidence is collected fairly, consistently and efficiently and that administrative procedures are correctly followed.
- 1.4 Evidence of Internal Quality Assurance activities undertaken by Charlotte's Forest School will be archived on the ITC website. These activities will include:
 - a) IQA verification
 - b) Team teaching
 - c) Standardisation activities
 - d) Awarding body CPD events
 - e) Double assessment
 - f) Thematic reviews of all aspects of candidate journey
- 1.5 Evidence to be archived on ITC Centre documents area of ITC website at least once per year.

2. Resources required

- 2.1 Tutors [Internal Assessors} will have the qualifications and experience to deliver [train and assess] the qualification identified. All evidence will be archived in ITC website.
- 2.2 Charlotte's Forest School will appraise [teaching] and verify [confirm assessment judgements] its staff regularly and record the outcomes of this quality assurance activity on the ITC website.
- 2.3 Charlotte's Forest School will maintain a file of suitable staff for undertaking Internal Quality Assurance activities.
- 2.4 Charlotte's Forest School tutors, Assessors and Internal Verifiers will attend a minimum of 1 standardisation meeting per year.
- 2.5 Charlotte's Forest School Internal Verifiers will hold an Internal Verifier qualification or be suitably experienced in assessing the qualification delivered [suitable experience, for Charlotte's Forest School purposes, will be defined by the number of training courses logged on the ITC Website]. E.g Charlotte's Forest School Internal Verifiers for Forest School are required to have delivered [trained + assessed] more than 5 courses and be current [delivered 1+ courses in previous 12 months].
- 2.6 A Charlotte's Forest School produced sample plan for each tutor assessor for each qualification will be produced annually and archived on the ITC First website [Centre documents area]

3. Method

- 3.1 ITC First assessment methods are described in the qualification specification. Charlotte's Forest School staff training and internal verification ensures that evidence of appropriate assessment decisions is recorded throughout the training of the qualification.
- 3.2 The Charlotte's Forest School Internal Verifier will review assessment decisions, evidence taking and administration activity performed by the tutor. Ideally the assessment decisions of the tutor and verifier should agree. The process is designed to identify differences in interpretation and maintain a common interpretation within Charlotte's Forest School tutors. Constructive analysis of the decisions made is to be encouraged.
- 3.3 Where assessment decisions differ, the tutor [Internal Assessor] and verifier 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 Charlotte's Forest School and provided by Charlotte's Forest School.
- 3.4 Internal verification documentation will be completed and retained for review and be available for ITC First and/or its regulators to view.
- 3.5 Internal quality assurance documentation will be forwarded to ITC and archived on the ITC website Centre document archive.
- 3.6 Charlotte's Forest School will respond to the guidance generated by ITC First External Quality Assurance activity.

Appendix 1: Internal Verification Record

Qualification:	Assessor:
IQA Assessor:	Date:

Candidate	Activity Assessed	Assessment Method	Assessor Assessment Decision	IQA of Assessor Assessment Decision

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 _____