

LevelUp Corporate Training Quality Assurance

Implementation plan for Internal Verifiers, Independent Assessors, Assessors and tutors

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1. Introduction

LevelUp Corporate Training delivers qualifications with specific standards and assessment procedures established by awarding organisations. At LevelUp Corporate Training we are aware of the importance to ensure that our assessors, internal quality assurers and trainers meet these requirements and that they have continuous professional development (CPD) plans to enable them to meet the requirements for the duration of their contract with LevelUp Corporate Training.

In order to ensure the quality of the standards and assessments established by the awarding organisations, LevelUp Corporate Training will ensure that the following Quality Assurance procedures are in place.

2. Internal Quality Assurance

LevelUp Corporate Training will ensure that all personnel acting in the position of internal quality assurance, will be adequately qualified and be able to demonstrate relevant sufficient occupational competence by having been an assessor for related qualifications for a minimum of one year, and must be able to demonstrate updating within the last year by having documented proof including attendance at awarding organisations CPD events, qualification development work or other appropriate occupational activity as agreed with the external quality assurance personnel.

Within LevelUp Corporate Training the internal quality assurer role will ensure and be responsible for the following activities:

- planning, tracking and verifying assessment;
- managing the quality of the assessment delivery, including standardizing assessment practice;
- supplying assessors with up-to-date information, advice and support;
- monitoring assessors' continuing professional development.

3. Tutors/Trainers

Tutors/Trainers acting on behalf of LevelUp Corporate Training will hold the relevant teaching qualification dependant on the subject that they are teaching. Copies of these certificates will be retained by LevelUp Corporate Training and submitted to relevant awarding organisation as required.

The Training Manager will arrange the facilitation of training with customers as required and liaise with tutors/trainers appropriately.

When training has been confirmed the tutor will be notified of the date, the specific training requirements and venue details, in the form of a training agreement which must be signed by the tutor/trainer and returned.

On completion of the training and where the qualifications requires to submit portfolios and internally quality assured, an IQA Report form will be completed (see appendix A). This will be forwarded to the tutor/trainer for their acceptance and signature. This will then be retained for external quality assurance as required.

APPENDIX A

LevelUp Corporate Training
IQA/IV REPORT

Learner's name	
Teacher's name	
IQA/IV Number	
Qualification	
Assessment	
Date of assessment	
Date of IQA	

Checklist		Yes	No
1.	Does the assessment planning clearly depict the intended activities for the learner to undertake before the next assessment?		
2.	Are the learner's assessment records being updated/completed on an ongoing basis?		
3.	Has the teacher confirmed authenticity, sufficiency, accuracy, consistency and validity?		
4.	Was the learner directly observed?		
5.	Was knowledge and understanding assessed?		
6.	Has the witness status list been provided to authenticate witness, and are all signatures in place (if applicable)?		

Feedback to teacher	
Agreed action plan/development requirements	Target date

I confirm I have received feedback and fully understand any action points	Teacher's signature		Date	
Does the evidence sampled meet the qualification requirements?	IQA/IV signature		Date	