

FE INTERNAL QUALITY ASSURANCE POLICY 2023/24

APPROVED BY SELT ON 23 NOVEMBER 2023

Applies to:	
Harrogate College	✓
Keighley College	✓
Leeds City College	✓
Leeds Conservatoire	
Leeds Sixth Form College / Pudsey Sixth Form College	
Luminate Group Services	
University Centre	

CHANGE CONTROL

Version:	5	
Approval route		
Approval committee (ELT, SELT, Board)	Date approved	Version
SELT	23/11/23	5
Name of author:	Kirsty Lister	
Name of responsible committee:	Quality Directorate	
Related policies: (list)	<ul style="list-style-type: none"> ● Assessment Policy ● Internal Quality Assurance Procedure ● Suspected Malpractice and Plagiarism Policy ● Suspected Malpractice and Plagiarism Procedure ● Students Assessment Appeals Procedure 	
Equality impact assessment completed	Date:	October 2023
	Assessment type	
	<input checked="" type="checkbox"/> Full <input type="checkbox"/> Part <input type="checkbox"/> Not required	
Environmental Impact Assessment Completed	Date:	October 2023
	Assessment type	
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required	
Policy will be communicated via:	Staff intranet and via Google docs to lead IVs	

Next review date:	October 2024
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1. POLICY STATEMENT

- 1.1. The Internal Quality Assurance Policy ensures that staff engage in effective internal quality assurance activity to verify and improve assessment practice. Internal quality assurance activity must be planned and executed using a risk-based approach to facilitate prompt intervention. Internal quality assurance activity must be robust and supportive, driving forward quality improvement in assessment practice. Implementation of the Internal Quality Assurance Policy provides reassurance to students that assessment practice is fair and consistent.
- 1.2. Heads of Department ensure that all courses and Apprenticeship Standards have been approved internally and externally. Internal approval is sought through business planning meetings with the Senior Leadership Team and external approval is sought through the Head of Quality Standards or the Head of Apprenticeships Quality and Performance.
- 1.3. Heads of Department ensure that Leeds City College, Keighley College and Harrogate College's Internal Quality Assurance Policy and Procedure are followed for their provision, including English and Maths qualifications and apprenticeships. Heads of Department appoint a Quality Contact for their area to attend quality contact meetings and share information to delivery teams as appropriate. Heads of Department ensure that there is a named Lead Internal Quality Assurer for all courses and contingency planning in the case of staff absence.
- 1.4. The Lead Internal Quality Assurer ensures that administration for student registration with Awarding Bodies and End Point Organisations takes place in a timely manner, within eight weeks of student enrolment onto the course, or in line with the End Point Organisations' registration process.
- 1.5. Assessment and internal quality assurance must be carried out by suitably occupationally qualified and experienced staff. Delivery staff engage in continuous professional development, supported by their line manager. Delivery staff attend Awarding Body training as appropriate.
- 1.6. The Lead Internal Quality Assurer ensures that there must be an internal quality assurance strategy in place for the course which safeguards the assessment practice. The internal quality assurance strategy takes into account the following:
 - The qualifications, skills, experience and continuous professional development of assessors and Internal Quality Assurers
 - Assessment plan and training plan
 - Calendar of standardisation meetings and delivery team meetings
 - Internal quality assurance of internally set assessments
 - Internal quality assurance sampling of formative and summative assessment decisions
 - Progress and Assessment tracking
 - Work scrutiny
 - Feedback
 - External quality assurance activity
 - Student certification with the Awarding Body/EPA
- 1.7. Standardisation meetings are held at least three times per academic year where samples of internally assessed work are reviewed and double marked if appropriate. The frequency of standardisation meetings will depend on the assessment requirements of the course/standard. Standardisation meetings are minuted and stored on an easily accessible college system such as

Google Drive or 365, to support continuous quality improvement and external quality assurance activity.

- 1.8. For all courses/programmes, all internally set assessments are quality assured by a suitably qualified and experienced Internal Quality Assurer.
- 1.9. For all courses/programmes, assessment decisions are quality assured by a suitably qualified and experienced Internal Quality Assurer through strategic sampling. The lead Internal Quality Assurer is responsible for creating a sampling plan for the course, which outlines what will be monitored and how the sample will be selected. The sampling plan takes into consideration the following factors:
 - The number and type of students in the cohort e.g. ethnicity, age, gender and additional learning support requirements
 - The number of delivery sites
 - Experience and confidence of tutors and assessors for example a new assessor for the course must be sampled 100% (Assessor coach to be risk banded)
 - Changes to the qualification
 - Assessment methodologies used or evidence generated
 - Range of assessment outcomes
 - Known problem areas, units, learning outcomes and assessment criteria
- 2.0. Internal quality assurance of assessment decisions are undertaken and recorded at appropriate intervals throughout the delivery of the course.
- 2.1. For work-based teaching, learning and assessment, teaching learning and assessment plans and reviews are also subject to internal quality assurance sampling.
- 2.2. Internal quality assurance activity is planned, supportive and developmental. Internal Quality Assurers provide sufficiently detailed, personalised and recorded feedback to assessors in regards to assessment design and assessment decisions. The feedback verifies the validity of the assessment design or assessment decisions, highlights good practice, areas for improvement and sets actions for improvement with completion dates. The Internal Quality Assurer supports the assessor through mentoring and signposting the assessor to continuous professional development opportunities. The Internal Quality Assurer monitors set actions through to completion.
- 2.3. Best practice is celebrated and shared with delivery staff through standardisation (within departments and cross-college) and quality contact meetings led by the college's Head of Curriculum Standards and improvement.
- 2.4. The Lead Internal Quality Assurer ensures that assessment tracking records are available and maintained across the delivery team and updated on a regular basis.
- 2.5. The Lead Internal Quality Assurer is responsible for ensuring that external quality assurance activity is arranged and carried out as required by Awarding Body standards, procedures and deadlines to ensure timely certification of learners seeking advice, support and guidance from the department's quality contact where necessary.
- 2.6. The lead Internal Quality Assurer ensures all work is authentic and deals with incidents of suspected malpractice including plagiarism and student assessment appeals in line with Leeds City College, Keighley College and Harrogate Colleges' policies and procedures as and when required.

- 2.7. In the case of partnership working, the Head of Department responsible and responsible deputies for the provision are accountable and ensure that the FE Colleges Internal Quality Assurance Policy and Procedure are followed.
- 2.8. Internal quality assurance activity including standardisation meetings, delivery team meetings, review of assessment design and assessment decisions is undertaken as required by Awarding Body standards, procedures and deadlines.

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