



## **CENTRE INTERNAL QUALITY ASSURANCE SAMPLING STRATEGY**

### **Multi Trades Training LTD (MTT)**

#### **INTRODUCTION**

The introduction of this Centre Assessment Strategy is intended to reflect the quality assured systems and procedures that are operated by MTT. In conjunction with this strategy, each Internal Quality Assurer employed/ sub contracted by MTT will have their own individual sampling strategy. This Strategy is set out to ensure that the IQA processes and practices are effective and support the integrity and consistency of the National Occupational Standards.

***All staff employed as part of the Assessment and Verification Team will have the necessary time allocated to meet the Awarding Body requirements in compliance with the NVQ Code of Practice.***

This Strategy is built around the following fundamental principles:

1. **National Occupational Standards – Standard 9 Assessors 11 Verifiers**
2. **Diploma National Vocational Qualifications should be assessed over a period of time in the workplace.**
3. **Assessment of an Individual must be rigorous, efficient and cost effective.**
4. **Assessments of an individual must be valid, reliable, fair and safe**
5. **Approaches to Assessment and Verification must take into account requirements of the Learner, Employers, the Awarding Body and Inspectorates.**
6. **Evidence being used for claiming competence must be valid, authentic and sufficient.**

#### **INTERNAL ASSESSMENT**

This strategy determines and quantifies the Internal Quality Assurers to Assessor Ratio, while taking account of the following key factors:

- Experience of individual Assessor
- Assessor / Learner Ratios
- Individual named Centre Verification Strategies, Policies and Procedures, etc.
- Training requirements of individual Assessor, and necessary for counter-signatory
- Historical reputation of Assessor and Assessment Centre through pre – IQA and EQA records/actions
- Award route undertaken by learners



## **INDIVIDUAL INTERNAL VERIFICATION STRATEGY**

### **Maximum agreed Safe Working Limits per Internal Quality Assurer**

All ratios have been discussed and agreed between effected parties to ensure that all workloads and commitments can be comfortably met:

#### **Rob Jones**

To reflect and conserve effective Quality Assurance and Internal Verification procedures, it is fundamental that Rob Jones does not exceed the following IQA/Assessor ratio:

Number of Assessors	3
Maximum Number of learners per Assessor per year	100
Total Number of Learners	300

Any changes in individual Centre and/or Assessor operation will greatly affect the validity of the above strategy therefore this strategy will be monitored and reviewed on a six month basis, or when changes in operations determine.

#### **Craig Barwick**

To reflect and conserve effective Quality assurance and Internal Verification procedures, it is fundamental that Craig Barwick does not exceed the following IQA/LADP ratio:

Number of Assessors	3
Maximum Number of Candidates per Assessor	100
Total Number of Candidates	300

Any changes in individual Centre and/or Assessor operation will greatly affect the validity of the above strategy therefore this strategy will be monitored and reviewed on a six month basis, or when changes in operations determine.

#### **TBC**

To reflect and conserve effective Quality Assurance and Internal Verification procedures, it is fundamental that TBC does not exceed the following IQA/Assessor ratio:

Number of Assessors	
Maximum Number of Candidates per Assessor	
Total Number of Candidates	

Any changes in individual Centre and/or Assessor operation will greatly affect the validity of the above strategy therefore this strategy will be monitored and reviewed on a regular basis, or when changes in operations determine that a change is required.



## **INTERNAL ASSESSMENT**

All Assessors will have at least five years experience in the industry and be fully aware of current industrial standards and hold, or be working towards, Assessing in a Vocational Environment Level 3 Certificate (TAQA)

They will hold Assessors qualifications within 12 months of their appointment as stipulated by Awarding Body requirements. All Assessors will be made aware that if this is not achieved they will be suspended by the Centre.

All Assessors will be fully aware of the Awarding Body requirements for the maintenance of assessment records and the recording of assessment decisions. Assessors will attend standardisation and meetings as requested by the Lead Internal quality Assurer and Awarding Body requirements, in compliance with the NVQ Code of Practice (Section B).

Assessors will be taken through the Company induction programme to ensure the above. Any Assessor, who is working towards an assessor award, until they are qualified, will be countersigned by an experienced Assessor or 100% verified by an Internal Quality Assurer, who must be internally verified by another, in compliance with the NVQ Code of Practice and Awarding Body requirements.

Assessments will be carried out throughout the whole process at all stages and not end loaded.

Formative, Interim and Summative assessment will be carried out as standard.

## **INTERNAL VERIFICATION**

Internal Quality Assurers will undergo an induction programme, carried out by the Quality Co-ordinator or Lead Internal Quality Assurer, for the College. The Centre will ensure that sufficient time is allowed for the Internal Verification process to take place and be effective.

The Internal Quality Assurer will produce a sampling plan that will identify who, when, where and how the Learners and Assessors will be observed and this will be used to plan ahead the regularity of verification on each Learner and Assessor. The Lead Internal Quality Assurer will monitor compliance of the Awarding body, National Occupational Standards and the NVQ Code of practice.

The Internal Quality Assurance system will allow the Internal Quality Assurer to see all units and elements of the qualification at all stages, using various methods, stated on the sampling plan, throughout the assessment and verification process.

The Internal Quality Assurer will observe, record and feedback on the performance of Assessors decisions.

The Internal Quality Assurer will meet with the Assessors, at least termly to discuss continual professional development (CPD) and a training need analysis will be completed and presented to the Centre Manager for action.



## **STANDARDISATION**

MTT, will guarantee that standardisation is addressed, ensuring documentation, assessments, verification and all quality systems and procedures offer safe, fair and equal opportunity for all. MTT will address this twice a year or sooner, if there is to be significant change to their operations, staffing levels or documentation. Standardisation will only commence when there are two or more Assessors operating within the Company

## **PROCEDURE FROM REGISTRATION TO CERTIFICATION**

The learner will be inducted into the process by a competent and approved Assessor

Work based learners will be registered on-site once induction has taken place

A detailed Curriculum Vitae will be prepared to ascertain previous experience, this will be one of the learners' first piece of evidence. This will apply to all learners.

The learner and the Assessor will talk through the action plan and agree a structured way forward, recording action needed to be taken on an Assessment Plan.

The Assessor will maintain records on the progress of all the learners during the assessment process.

The Assessor will feedback on performance to learner at regular times throughout the training period.

At any time during the process, if the learner challenges an assessment decision they have the right to appeal and the appeal will be recorded in written form. The Assessor will ensure that the learner is aware of the Appeals Procedure. The learner will have this explained during the induction and will receive a copy of the appeals procedure if requested at the time.

The Centre will operate fair assessment for all, allowing equal access and this will be recorded and evaluated in line with the Centre equal opportunities and Diversity policies of which are all available on the website.

Assessors will use the e-portfolio system. Our main evidence will consist of videos and sound clips of direct observation

The Assessors may use oral questioning as an assessment method and when this is done they will ensure that an accurate recording is made and kept for verification purposes.

Once Assessors have confirmed the quality of the evidence it will be presented to the Internal Assurer for verification, although the Internal assurer will dip into the process at interim periods, such as during induction, when portfolios have been set up and when unit end test assessment are being administered.

When the Internal Assurer has verified the evidence submitted, the centre will be in a position to unit certificate.



Once all agree that all the evidence presented is valid, authentic, and sufficient the Assessor and the Internal Assurer will complete the relevant documentation. A CQS004 or similar recording sheet will be completed by the IQA and then passed to the Centre's Super User who will enter the units on to the recording system to notify the Awarding Body for unit accreditation and certification.

A CPD log will be used to record development and training undertaken by the IQA and Assessors.

Authentication of evidence needs to be agreed by the learner and Assessor to show compliance with Section B, paragraph 29 of the NVQ Code of Practice. This will be recorded at the completion of each unit.

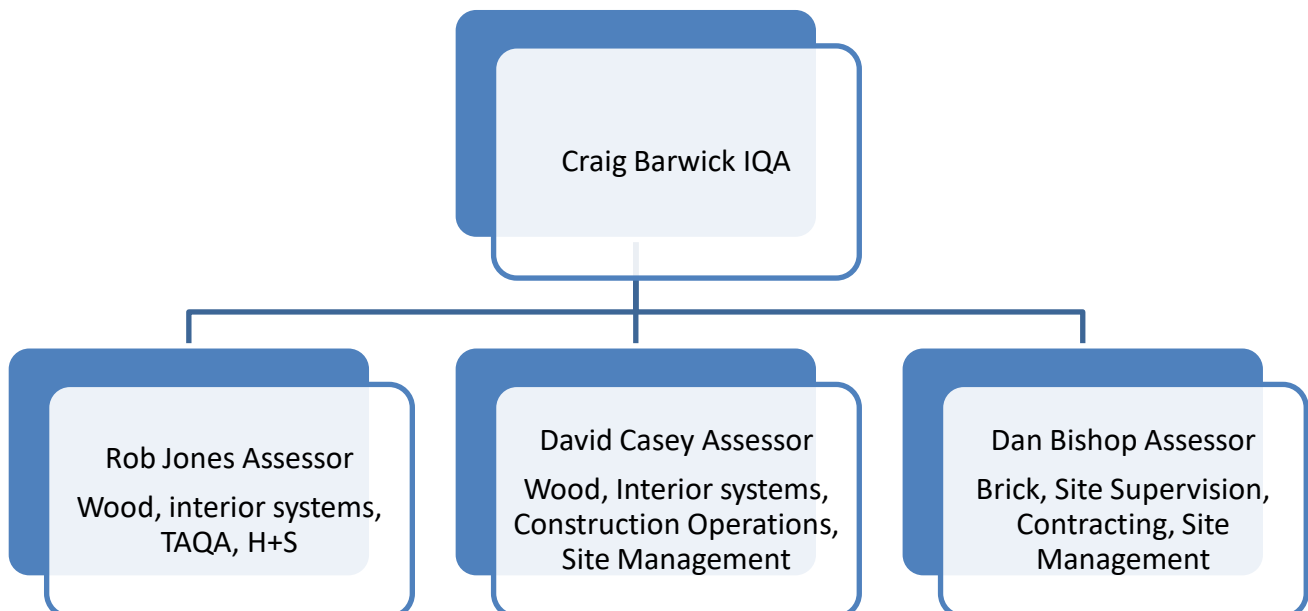
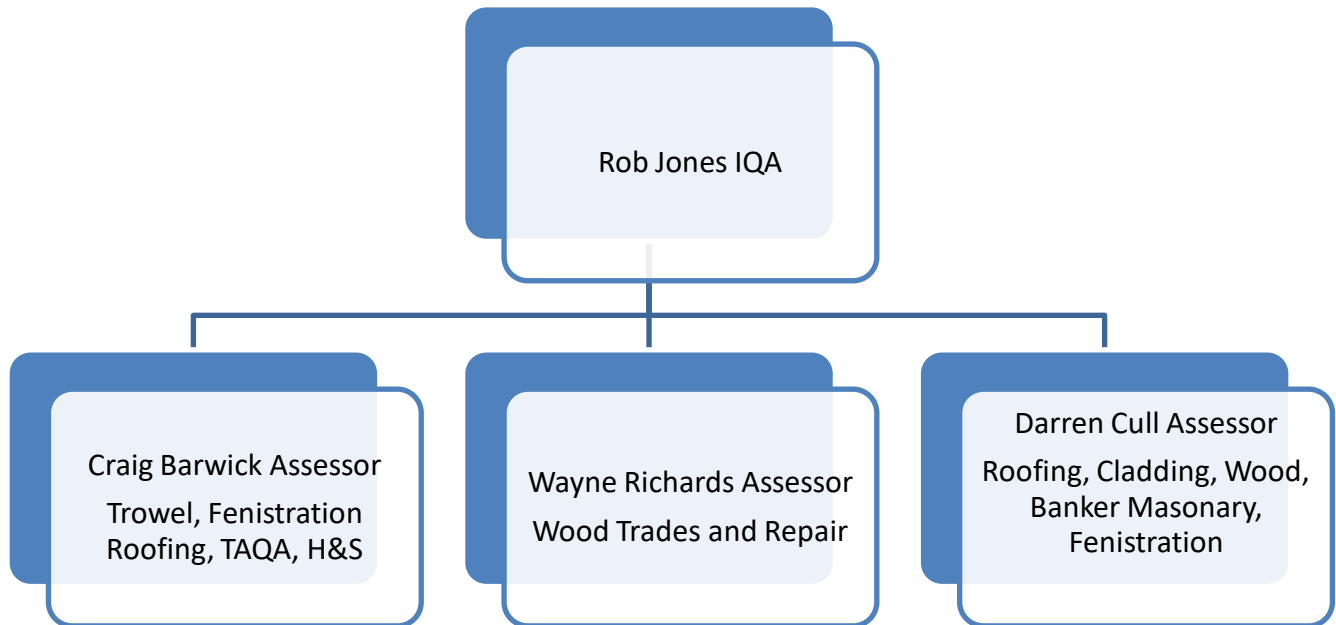
An evaluation of the assessment and verification process will take place to help ensure consistency, standardisation and fair assessment for all, also allowing for continuous improvement of the centre.

Review of the learner and their progress, will be recorded by the Assessor throughout the whole process.

This whole process has been developed to ensure a standardised approach, to the administration of the qualification, is achieved.



## INTERNAL QUALITY ASSURANCE SAMPLING STRATEGY





The flowcharts above shows the staff involved in the quality process of our assessment centre.

Internal Verification will be undertaken in accordance with, the Centre Sampling Strategy, NOS the NVQ Code of Practice, Section B and NOCN - Cskills Awards requirements. Individual Sampling Plans will be produced by each of the Internal Assurers and monitored by the Lead Internal Assurer.

### **DIRECT OBSERVATION OF ASSESSOR PERFORMANCE**

**All assessors will be observed by both an IQA and a member of the Lesson Observation Team to ensure valid and fair assessments and IQA processes**

- **New Assessors working towards Level 3 Assessing in a Vocational Environment** – will be observed regularly throughout the year to ensure that good quality is maintained. This will be more often than the experienced Assessors. Any assessment decisions that they make will be in the presence of an experienced Assessor/ IQA. Any paper work that is completed at the time will be immediately countersigned by the experienced Assessor at all times.
- **New Assessors having completed Level 3 in Assessing in a Vocational Environment within a year period** – will be observed less regularly, but this will be left to the discretion of the individual IQA and will depend on the individual performance and trust/confidence between the Assessor and the IQA.
- **Experienced Assessors** – will be observed two times per year, although this may be reduced to just one observation in the case of an experienced Assessor who is deemed to be performing well by the Internal Verifier.

The sampling methods that will be used are identified on the sampling plan and the Lead IQA will ensure that all IQA's, cover the range of units of the qualification, sampling all the different methods of assessment. This will be recorded on a sampling plan.

**This Centre strategy is written in conjunction with all IQA tracking and sampling documentation.**

**This Centre strategy is a working document and will be reviewed when there is any significant change in staff resources or any part of the NVQ Diploma process that may affect its operation.**



## **SAMPLING OF PORTFOLIOS**

The Centre uses a standard e-portfolio which allows for easy tracking and internal verification. This will be used by all assessors and across all levels/ trades.

IQA's will regularly sample Learner portfolios. This sampling will be continuous and on-going. It will start during induction and will be on-going throughout the training/assessment period. IQA's are expected to show that internal verification is very much an on-going process by leaving a trail of dated signatures to demonstrate that they have sampled the Learners work throughout the period.

### **Early Leavers**

It is company policy that any learner who leaves before completing their qualification should have their work marked, internally verified and claimed for what they have achieved to date. This is to help the candidate move forward with his/ her learning either at a later stage with MTT or another organisation.