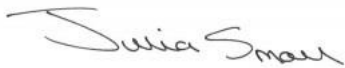


General Centre Internal Quality Assurance Guide

Version	8
Date	August 2023
Reason for review	Annual policy review
Changes	1. Identify assessment accessibility issues.
Reviewed by	M Lovell – Responsible Officer D Clueit – External Verifier
Ratified by	
Date of next review	August 2024

Introduction

As an Ofqual recognised Awarding Organisation, RoSPA Qualifications must ensure consistency of assessment decisions within and across recognised Centres.

Scope

As an integral part of our overall internal quality assurance process, irrespective of the size or type of your Centre, RoSPA Qualifications requires the Centre have a robust internal quality assurance system in place.

The main purposes of internal quality assurance are:

- To assure the accuracy and reliability of assessment decisions made by assessors, when interpreting the standards set in a qualification or unit, by the learning outcomes and assessment criteria
- To assure the consistency of assessment decisions across assessors
- To address the key principles of comparability, validity reliability and minimise bias
- To identify any assessment accessibility issues

RoSPA Qualifications Responsibilities

- RoSPA Qualifications are responsible for protecting the integrity of its qualifications and the interests of its learners
- RoSPA Qualifications will check the suitability of the Centre's internal verification processes and systems and its implementation, as part of Centre recognition and on-going monitoring visits. All Centres will be given a high/ medium risk rating on Centre recognition, which will be reviewed and adjusted accordingly based on Centre monitoring activities
- Provide feedback on internal verifier's decisions as part of the moderation process and Centre monitoring visits
- RoSPA Qualifications will moderate internal verifier's performance as part of their Centre assessment standards scrutiny- **See Centre Information on Centre Assessment Standards Scrutiny (CASS)**. Feedback will be sent to the Centre's on their IVs performance

Centre guidance and responsibilities

- All Centres must have a documented system for their internal verification system and maintain a full audit trail of their internal verification activities, including feedback to assessors regarding their assessment practice and the outcome of any monitoring or sampling

Centre Internal Quality Assurance Guide – General

- Centres are responsible for ensuring that all internal verifiers are competent in their role and have the required up-to-date occupational experience and/or subject understanding and, where stipulated, relevant qualifications set out in the relevant qualification specification
- All internal verifiers must be familiar with the Centre Assessment Guidance for the qualification, which can be downloaded from our online Qualifications Management System (QMS) www.rosqualqms.com
- Centres are required to add internal verifiers on the staff section of the Qualification Management System (QMS)
- Centres must maintain and retain accurate records of internal verification and physical evidence of learner’s assessments for specified lengths of time until the moderation and external verification process is complete

RoSPA Qualifications require Centres to undertake sampling of assessment judgements that includes both practical skills-based assessments and written assessments.

As a minimum the Centre internal verifier will be expected to internally verify/quality assure 20% of learner’s assessments per cohort or booking. Where there is a new member of staff or existing member of staff delivering the qualification for the first time or new qualification(s) being delivered the required level of internal verification/assurance is 100%.

It is good practice to develop a sampling strategy that allows the internal verifier to check that each assessor is making consistent assessment judgments, in line with the qualification’s standard, for each booking of learners, over time.

Key Points:

- The assessor role and the internal verifier role must be conducted separately. The assessor cannot quality assure their own assessments as this presents a conflict of interest.
- Where individuals have a personal interest in assessment decisions for a particular learner, they must not be involved in the assessment or the quality assurance for that learner. In cases where this does happen, the Centre must ensure that the assessment process is subject to scrutiny by those without personal interest.

N.B. Certificates must not be claimed until internal verification has taken place. All Centre-marked assessment results are provisional until moderation has taken place by RoSPA Qualifications.



Centre Internal Quality Assurance Guide – General

Contact us

If you have any queries about this document, please telephone RoSPA Qualifications on 0121 248 2115, email us at enquiries-rq@ROSPA.com, or write to us at:

RoSPA Qualifications
RoSPA House
28 Calthorpe Road
Birmingham
B15 1RP



RoSPA Qualifications

28 Calthorpe Road
Birmingham
B15 1RP

t +44 (0)121 248 2000

e enquiries@rospaqualifications.com

www.rospa.com/qualifications

An Ofqual-recognised Awarding Body. Ofqual recognition number RN5362

RoSPA Qualifications is wholly owned by RoSPA

Registered Charity No. 207823

VAT Registration No. 655 131649