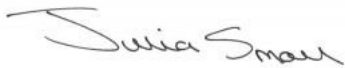


General Centre Internal Quality Assurance Guide

Version	7
Date	August 2022
Reason for review	Annual policy review
Changes	1. Summative sampling and percentages of sampling required.
Reviewed by	M Lovell – Responsible Officer D Clueit – External Verifier
Ratified by	
Date of next review	August 2023

Centre Internal Quality Assurance Guide – General

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

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

Key Points:

- The assessor role and the internal verifier role must be carried out 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.

Centre responsibilities

- All Centres must have a documented system for their internal verification system.
- 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).

Centre Internal Quality Assurance Guide – General

- Centre's must maintain and retain accurate records of internal verification and physical evidence of learners assessment's for specified lengths of time until the moderation and external verification process is complete.

RoSPA Qualifications Responsibilities

- RoSPA Qualifications are responsible for protecting the integrity of its qualifications and the interests of its learners
- RoSPA Qualifications will check on the suitability of Centre's internal verification processes and systems and its implementation, through recognition and monitoring visits.
- 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 Centre's on their IVs performance.

Level of Internal Verification

RoSPA Qualifications require Centres to undertake sampling of assessment judgements which align with guidance from their External Verifier (EV) for all qualifications offered.

Sampling will be summative, 20% of learner evidence, depending on the assessor's experience, qualifications and competency. (100% for new or newly qualified staff members and new qualifications). **These percentages may vary depending on EV ongoing monitoring activities and risk ratings, including where there are concerns about standards of assessment with existing assessors/trainers.**

This document is a general guide, please see the relevant qualification specification or qualification individual policy for more information.

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

Contact us

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