



Internal Quality Assurance Policy

Effective internal quality assurance is crucial for ensuring the high standards of training and assessment at ESS Ltd. This Internal Quality Assurance (IQA) Policy outlines our commitment to maintaining quality, consistency, and compliance with the standards set by the Safcert Awarding Body.

1. Purpose

- The purpose of this policy is to establish a robust internal quality assurance process that supports the continuous improvement of our training and assessment practices.
- The IQA process aims to ensure that our organisation consistently meets the requirements and standards set by the Safcert Awarding Body, while also providing valuable feedback for trainers and assessors.

2. Responsibilities

- The IQA process will be overseen by a designated Internal Quality Assurer (IQA) who possesses the necessary qualifications and experience.
- The IQA will have the authority to implement and enforce quality assurance procedures and provide guidance and support to trainers and assessors.
- Trainers and assessors are responsible for complying with the IQA procedures, maintaining accurate records, and participating in any necessary training or development activities.

3. Internal Quality Assurance Procedures

3.1. Training Delivery:

- Trainers will follow approved training plans and resources provided by ESS Ltd, ensuring they cover all required learning outcomes and assessment criteria.
- The IQA will conduct periodic observations of training sessions to ensure trainers adhere to the approved standards and provide constructive feedback for improvement.
- Trainers will maintain accurate records of training delivery, including attendance registers, training materials, and learner feedback.



3.2. Assessment:

- Assessors will conduct assessments according to the assessment strategy and criteria provided by Safcert Awarding Body.
- The IQA will sample a proportion of assessments to ensure consistency, fairness, and adherence to assessment criteria.
- Assessors will maintain accurate records of assessments, including assessment outcomes, feedback provided, and any required actions.

3.3. Internal Verification:

- The IQA will conduct regular internal verification activities to ensure the quality and consistency of assessments and assessment decisions.
- Internal verification may include the review of assessment documentation, sampling of assessment outcomes, and standardisation meetings with assessors.
- The IQA will provide feedback to assessors regarding the quality of their assessments and support them in addressing any areas for improvement.

3.4. Standardisation:

- The IQA will facilitate regular standardisation meetings with trainers and assessors to ensure a consistent and shared understanding of the assessment process and criteria.
- Standardisation meetings will provide a platform for discussing best practices, addressing challenges, and ensuring alignment with Safcert Awarding Body standards.

4. Continuous Improvement

- Feedback received through the IQA process, including observations, internal verification, and learner feedback, will be used to identify areas for improvement.
- The IQA will work collaboratively with trainers and assessors to develop action plans for improvement and support their professional development needs.
- ESS Ltd will conduct periodic reviews of the IQA process to ensure its effectiveness, relevance, and compliance with Safcert Awarding Body requirements.



Exceeding Safety Standards

5. Compliance

- This IQA Policy aligns with the requirements and standards set by Safcert Awarding Body and will be regularly reviewed and updated as needed.
- Compliance with this policy is mandatory for all trainers and assessors, and non-compliance may result in appropriate disciplinary action.

6. Communication

- This IQA Policy will be communicated through our website.

At ESS Ltd, we are dedicated to maintaining the highest standards of training and assessment. This Internal Quality Assurance Policy outlines our commitment to quality, consistency, and compliance with the requirements of Safcert Awarding Body. By implementing effective IQA procedures, we strive to continuously improve our training practices and ensure the success of our learners.

Lorna McBreen

Lorna McBreen, CEO

12.07.2023

Date