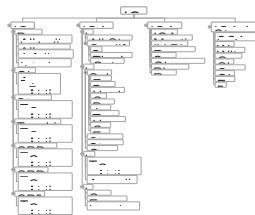# Internal Quality Assurance Process 2020-21

Internal Quality Assurance Process 2020-21

IQA Process

IQA Planning

Portfolio Sampling

All units over a 12 month period including mandatory and optional units

All assessors over a 12 month period

A full range of learners over a 12 month period

Interim and summative assessment decisions

Observations

Annually plus 1 walk through termly

Peer Observations
- At the request of the teacher
- At the request of the SLT

Standardisation Meetings

Termly -
Plus: - On appointment of new teaching staff mid term
- At the request of the teacher
- At the request of the SLT

Teaching and Learning Meetings

Termly
 - Plus:- On appointment of new teaching staff mid term
- At the request of the teacher
- At the request of the SLT

CPD - Teaching and Learning

Termly
 - Plus:

- On appointment of new teaching staff mid term
- At the request of the teacher
- At the request of the SLT

CPD - Subject Specific

Termly
 - Plus:
- On appointment of new teaching staff mid term
- At the request of the teacher
- At the request of the SLT

CPD - Safeguarding

Termly
 - Plus:- On appointment of new teaching staff mid term
- At the request of the teacher
- At the request of the SLT

IQA Standardisation

Who

All Staff (Teaching and Support)

Qualification Awarding Bodies

BTEC

The Learning Machine (TLM)

Gateway Qualifications

What

Subject Specific

Employability

Business Admin

Health and Social Care

Childcare

Internal Quality Assurance Process 2020-21

Performing Arts

Art & Design

Travel and Tourism

Hospitality and Catering

Construction

Engineering

Standard IQA Processes

Standard Documentation

Consistent decisions

When

Termly
 - Plus
- On appointment of new teaching staff mid term
- At the request of the teacher
- At the request of the SLT

Awarding bodies - Annually or twice yearly

Why

Communication

Ensure Criteria is being met

Levels of assessment are correct and consistent

IQA Record Keeping

IQA & CPD Diary

Meeting invites agendas etc.

IV Planning and Tracking

Internal Quality Assurance Process 2020-21

Record of Registered Learners

Sample Reports

Observation Reports and Action Plans

Planning for Staff Training

Records of CPD

IQA Assessment Methods and Standard Forms

SOA - Summary of assessment including planning

Worksheets

Witness Statements

Group Discussion

Check Lists

Question & Answers

Observation

End Product

Photo