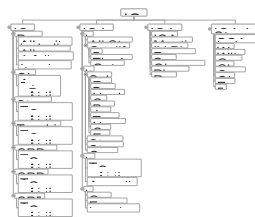


# Internal Quality Assurance Process 2021-22



## Internal Quality Assurance Process 2021-22

# 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:

## Internal Quality Assurance Process 2021-22

- 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 2021-22

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 2021-22

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