Subject	Internal Quality Assurance Policy for Life NCFE Centre
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The purpose of this policy is to ensure a good strategy is active and adhered to for the purpose of Internal Quality Assurance (IQA).

Internal Quality Assurance is the process of monitoring and ensuring best practice is being actively sought throughout the Life Training Centre. This includes overseeing that all elements of centres activity such as responsibility for staff, systems, and the learners' journey are operational and fit to achieve desired outcome for all that work and meet with the centre.

Internal Quality Assurance works within the Centre by:

- Ensuring the teams delivering service are working to best practice. This will be achieved by:
  - Regular team meetings (a minimum of 2 per month) to discuss such areas such as the Learner Platform, exploring new course strategies, wellbeing of team and general day to day running of the service.
  - An annual Internal Audit of the Centre. This will be evidenced and available at the request of NCFE/Cache or Trustees/Senior Leadership Team for Life.

- Monitoring and accessing the Assessor(s) and Learner(s) work that is produced within the Centre environment. This will ensure that all learners have access to fair and accurate assessments and that assessment practices are consistent, transparent, valid and reliable, and meet all the requirements and standards of NCFE/Cache Awarding Body. This will be achieved by ensuring:
  - All Internal Quality Assessment marking is completed within 10-15 working days from the Assessors marking date.
  - Only Centre paperwork is used for feedback.
  - That any issues addressed in Internal Quality Assessment feedback is fulfilled within an agreed and achievable time.

Within the Life Training Centre we recognise that effective internal verification involves planning and reviewing alongside carrying out verification activity.

We recognise that leaving internal verification to the end of the assessment process is poor practice and can jeopardies learners' chances of gaining qualifications due to there not being sufficient time to carry out resubmissions or reassessments should they be needed.

Procedure for Internal Quality Assurers

All learners plus their NCFE registration number (known as a batch number) will be entered on to an Internal verification Plan. Every NCFE qualification is made up of work modules known as units, each unit is in turn made of an individual number of learning outcomes.

Under the Centre's Internal Qualification process, each learner will have two full qualification units verified, plus a random learning outcome from each of the remaining qualification units viewed. If there have been concerns raised at any point of this verification process, it will be at the Internal Quality Assessors discretion that if they feel it is necessary, all qualification units will undergo a full Internal Verification review . Feedback to Assessor(s) will be recorded on the Centre's Internal Verification Forms.

Effective Feedback and Internal verification system processes will ensure that:

- Valid assessments are used for each qualification – within Life Training Centre this will be led by the individual marking scheme for each qualification.
- Assessments are capable of generating sufficient evidence to allow learners to demonstrate that they have met the desired learning outcome.
- Assessors are familiar with evaluating evidence provided by learners and apply marking evaluation in an accurate, consistent and standardised way for the same qualification
- Facilitating collaboration between assessors and Internal Verifiers, enabling standards are met across all assessment sites.
- Quality concerns will be captured and addressed
- The system is supporting Assessors in ensuring record-keeping and resulting of candidates is accurate
- The system is supporting preparation for successful external verification
- The system is helping to protect Assessors from challenges to their professional assessment judgements.
- The system is enabling good practice to be shared and aiding in identifying problems at an early stage.

Life– GDPR compliance

o This policy does not concern the collection, storage or processing of any personal data, nor does it affect any other policies or systems that concern personal data.

(If you have highlighted the above there is no need to complete the rest of this declaration)

1. I have read and understood the Life GDPR Policy and confirm that the Policy above fully complies with it in all areas.
2.

	Lawful Basis for this Policy:	Add 'yes' to which one(s) apply
a	Consent	
b	Contract	
c	Legal Obligation	
d	Vital interests	
e	Public Tasks	
f	Legitimate Interests	Yes
g	Special Category (e.g., Children's data)	
	Please state the purpose for special category:	

3.

	I confirm that all personal data is:	Add 'yes' to which one(s) apply
a	Held only in the locations detailed in this Policy	Yes
b	Used only for the purposes stated	Yes
c	Held securely	Yes

4.

	By signing this Policy, you are agreeing to the following:
a.	A Data Processor Agreement is in place with all external organisations (Data Processors) who are in receipt of personal data under the terms of this Policy
b.	The relevant Policy Notices under this Policy have been published in an appropriate manner.

5.

	The person(s) responsible for data protection covered by this Policy are: (List Persons below)	Insert Date
	Liz Lloyd	14/06/2023

6. As the above-named person, I confirm that this Policy complies with the Data Protection Act 2018

Signed *Liz Lloyd* Name: Liz Lloyd Date: 14/06/2025

Note: Life has chosen not to appoint a Data Protection Officer which is permitted under GDPR and so this responsibility is devolved to the appropriate person named under this Policy.