

| | | | |
|-------------------------------------------------------------|----------------|---------------------------------|-------------------------------------------------|
| Triton Training Limited | System of Work | PAGE ISSUE DATE REVIEW | Page 1 of 3 Five 01/01/2023 01/01/2024 |
| TITLE: ATC Quality Assurance & Internal Verification Policy | | APPROVED BY: Directors | |

1. Objectives and Scope

To describe the Triton Training Limited Quality Assurance Policy & Strategy Policy for all Courses and Renewals carried out at a Triton Training Limited Approved Training Centre (ATC).

This Policy is designed to be used by Triton Training Limited tutors to ensure they understand the Quality Assurance procedures and accurately manage quality assurance in a consistent manner. This Policy may be applicable before or during course delivery.

2. Quality Assurance through Internal verification

This policy has been designed to promote quality assurance, consistency and fairness throughout the assessment and internal verification activities. It aims to ensure that standards of assessment are maintained over time. This policy is applicable to everybody involved in assessment administration, management, verification and moderation of any courses delivered at Triton Training.

The Internal Verification aim is to ensure effective management of assessment and verification processes, effective support for assessment personnel and to quality assure the outcomes of assessment in-line with the relevant Awarding Body. All learning programmes will be internally verified. This will include both assessment activities and assessment decisions. The frequency and quantity of internal verification will be dependent on performance – which will be detailed in the internal verification schedule.

The internal verifier will be responsible for establishing the IV sampling strategy, sampling plan and subsequent implementation.

Internal verification objectives:

- Ensure that each assessor and internal verifier has an effective induction.
- Ensure effective appraisal and continued professional development for all members of the assessment and verification teams.
- Ensure that the assessors and internal verifiers understand and follow all The Triton Training policies and procedures.
- Ensure that all assessors and internal verifiers will embed equality and diversity throughout the internal verification process and within assessment activities.
- Ensure quality via accurate and effective assessment of all candidates.

- Monitor and ensure consistency of assessment outcomes via appropriate interpretation of Swim England's, STA's or any other awarding body's specific qualifications.
- In some cases, to evaluate the quality and consistency of assessment at different stages of the assessment process
- Maintain accurate and current records of internal verification and moderation.
- To standardise all components of the assessment where appropriate.

Internal verification strategy:-

- All personnel with internal verification responsibilities are suitably qualified to undertake this role.
- All assessment and internal verification personnel are aware of the internal verification policy and strategic objectives and can facilitate the implementations.
- Assessment and internal verification personnel development needs are taken into consideration.
- Developing and newly qualified internal verifiers are given the necessary support to fulfil their duties effectively.
- Assessors will be subject to i.v depending on their 'risk rating'
- Every assessor will be subject to i.v at least once in a calendar year. An assessor may be subject more often dependent on their risk rating. A risk rating will be given to each assessor by taking into consideration some of but not limited to the following; number of courses delivered, previous i.v results, standardisation test results, previous e.v results, brand new assessors.
- 1 in 5 courses will be subject to random i.v regardless of assessor risk rating
- For selected i.v, a random cohort of 25% of total learners on the course will be selected by the i.v to produce a full portfolio to i.v
- Triton Training will follow the relevant Awarding Body's internal verification strategy relevant to the qualification.
- Every assessor will have an internal verification that includes an observation of assessment activities (practical criteria) within every 12 month period.
- All records and documentation of assessment and internal verification decisions are maintained for external verification purposes.
- All assessment and internal verification records per candidate are maintained for a period of two years after certification has occurred.

The following internal verification interventions aim to ensure the consistency of assessment across all assessors, at all sites.

- Sampling of assessment evidence (written/ audio).
- Observation of assessments (practical).
- Candidate interviews.

All learners will be informed of this procedure and its importance during the first hour (induction) of the course.

The Internal Verification process should take no more than 7 days to complete.

3. Updates of Procedure

| Issue | Written, Checked and Approved | Issue Date | Action by |
|-------|-------------------------------|------------|-----------------|
| 1 | Written, Checked and Approved | 09/05/2019 | Krystal Buckley |
| 2 | Checked and Approved | 01/01/2020 | Krystal Buckley |
| 3 | Checked and Approved | 01/01/2021 | Krystal Buckley |
| 4 | Checked and Approved | 01/01/2022 | Krystal Buckley |
| 5 | Checked and Approved | 01/01/2023 | Krystal Buckley |

4. Internal Documents & Forms

1. STA Guidance Documents.
2. Triton Training Swim England ATC IQA – Teaching (Course Delivery)
3. Triton Training ATC STA IQA (Course Delivery)

5. Sources of Information

1. RLSS Guidance Documents.
2. Swim England Guidance Documents.
3. STA Guidance Documents.
4. Triton Training Swim England ATC IQA – Teaching (Course Delivery)
5. Triton Training ATC STA IQA (Course Delivery)