

Internal Quality Assurance Templates - Guidance for Centres

NOCN have created a suite of templates that Centres may wish to use for recording Internal Quality Assurance feedback. Use or amendment of the NOCN documents is not mandatory, but centres must ensure that they use a suite of documents to record their IQA sampling and feedback. The use of IQA templates will support centres by ensuring that there can be a clear and documented audit trail of internal quality assurance activity and feedback.

Listed below are the templates that are available, along with suggestions about how, where and when they could be used:

Pre-Verification of Assessment Tasks

- This form would be used by the IQA to quality assure any centre devised assessment tasks before they are used with learners.
- This will allow the centre to maintain a clear audit trail of checking that assessments are fit for purpose.
- It will provide evidence of quality assurance activity that will be requested by the External Quality Assurer.

Internal Quality Assurance Feedback Form

- May be used for interim and summative sampling for a range of vocational qualifications.
- Allows the Internal Quality Assurer (IQA) to determine whether the assessment methods and decisions are safe, fair and reliable.
- Allows the IQA to record feedback to the assessor/tutor and agree any actions that may be required before the claim for certification can be made.

Observation of Assessment Form

- Allows the Internal Quality Assurer (IQA) to observe assessor practice to determine whether the assessment methods and decisions are safe, fair and reliable.
- Allows the IQA to record feedback to the assessor/tutor and agree any actions that may be required before the claim for certification can be made.

Example Internal Quality Assurance Sampling Plan

- This is an example of a basic sampling plan that Centres may wish to adapt.
- Allows Centres to show clearly when IQA sampling has been planned for and carried out.
- Allows Centres to clearly show when there are actions required, which will support safe and accurate claims for certification.
- Encourages Centres to plan the IQA sampling based on risk.