

Quality Assurance Policy



JFI - JLO FITNESS INSTITUTE OF INDIA

Internal Verifier Strategy

1.1 Introduction

It is the policy of (*JFI - Jlo Fitness Institute of India*) to have experienced and fully trained Assessors and Internal Verifiers in place to enable students to achieve the full qualification. It is important to have a comprehensive and workable **Internal Verifier Strategy** to ensure that the three main aspects of the Internal Verifier (IV) role are carried out efficiently and to the standards required by Accreditation body. These three aspects are:

- Verifying assessment
- Developing and supporting assessors
- Managing the quality of delivery

1.2 Verifying Assessment

Maintaining the quality of assessment is carried out in three ways:

- Sampling assessments
- Monitoring assessment practice
- Standardising assessment decisions

1.3 Sampling Assessments

The IV will not reassess the student's evidence. Sampling will mainly evaluate how the assessor has reached an assessment decision by following the audit trail which should demonstrate that the assessor has checked the evidence presented and has confirmed that it is: valid; authentic; reliable; sufficient (VARS) and current. To do this the IV will carry out sampling throughout the assessment process, and not just at the completion of the qualification. This will depend upon the Training Provider, location of the Academy, experience of assessors, number in the class etc. The number of decisions sampled will depend on the experience of the assessor, the student, whether any additional learning needs exist, whether any reasonable adjustments have been applied, and the amount of assessing undertaken by each assessor. Additionally in sampling the evidence the IV will be looking for a variety of assessment methods, to ensure consistency.

1.4 Monitoring Assessment Practice

The IV will aim to observe every tutor/assessor at least once in every 12 month period. On each visit the IV will endeavour to observe both tutors and assessors and give them feedback on their performance against the Accreditation body assessing standards. The IV will also carry out student interviews on every visit, which could fall at any time within the duration of the course.

- Ensure that the Accreditation body assessing standards are being adhered to
- Help to identify any development issues
- Ensure that students are aware of and satisfied with the assessment process, and
- Should any students have additional learning needs or that any reasonable adjustments have been applied, these students will be interviewed to ensure adequate support has been provided
- Be planned in at appropriate parts of the programme
- Involve all sites under the control of (*JFI - Jlo Fitness Institute of India*)

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1.5 Standardising Assessment Decisions

This activity will ensure that the assessment team (including the IV) consistently make valid judgements, make the same judgements on the same evidence base and ensure that all students are assessed fairly. Twice during a 12 month period a compulsory standardisation meeting is attended by all tutors/assessors. These meetings will consist of one or more of the following activities:

- The assessment of the same piece of evidence by the whole team to ensure consistency of decisions
- Discussion of the Accreditation body standards to ensure a common understanding; and the completion of assessment records
- Visit by a Accreditation body Verifier to ensure standards are being met
- Practical activities to ensure consistency across all tutors/assessors

1.6 Developing and Supporting Assessors

The IV must guide, support and ensure the continuing professional development of the assessment team.

New assessors will be taught how to assess/shadow numerous assessments before they are allowed to do any assessing. The IV will ensure that all members of the assessment team have copies of the relevant Accreditation body standards. Guidance will be given when any standards change and following any visit if actions have been identified. The Lead IV will ensure that copies of the relevant certificates and CPD are held centrally for each member of the assessment team.

1.7 Managing the Quality of Delivery

The Lead IV will act as the link between (*JFII - Jlo Fitness Institute of India*) and Accreditation body. Although day-to-day administration will be carried out by the main contact, ultimate responsibility for ensuring that information issued by Accreditation body is passed to assessors, rests with the Lead IV.

1.8 Internal Verification Strategy

The IV team will operate with a strategy determining the experience and ability of all tutor/assessors. Depending of the level of experience and ability of the tutor/assessor, the IV team should grade each tutor/assessor initially and then every 12 months following IV observations conducted, the tutor/assessor's grading will be re-assessed and where necessary the level of experience and ability will be adjusted accordingly.

1.9 Internal Verification Sampling Plans

Every IV Sampling Plan will have a rationale of the experience and ability of the tutor/assessor and the plan reflects the appropriate quantity of sampling of each qualification that the tutor/assessor is involved in.

1.10 Special Considerations and Reasonable Adjustments

The IV will check enrolments to identify students with learning difficulties or disabilities and to check that (*JFII - Jlo Fitness Institute of India*) guidelines have been followed. The IV must record details of the support given.

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1.11 Internal Verification Activities

Each course that is the subject of a visit by the IV will include some or all of the following activities:

- Tutor delivery observation
- Course/student induction process (1st day of course)
- Assessor practical observation
- Theory exam observation
- Student questionnaires
- Identifying any additional learning need requirements
- Staff questionnaires
- Portfolio sampling – worksheet/case study marking
- APA and/or RPL claims
- Entry requirements and pre-requisites
- Enrolment forms
- Identification checks

1.11.1 Analysis of tutors/assessors

It is strongly recommended that a grading system is introduced for each tutor/assessor, taking into account their experience and ability and where necessary any adjustments on their grading.

1.11.2 Portfolio Sampling

The rationale for grading each individual tutor/assessor in respect of the % of learners sampled will be dependent on the experience and ability of the member of staff in their job role and also with regards to the qualification.

These activities will:

- Ensure that the assessing standards are being adhered to
- Help to identify any development issues
- Ensure that students are aware of and satisfied with the assessment process, and
- Should any students have additional learning needs or that any reasonable adjustments have been applied, these students will be interviewed to ensure adequate support has been provided
- These will be planned in at appropriate parts of the programme

1.12 Continuing Professional Development (CPD) activities

(JFI - Jlo Fitness Institute of India) has set in place the following skills scan/competency matrix for the Lead IV to complete:

- Within every 12 month period a review of the Skills Scan for each tutor/assessor against every qualification they assess
- Update and identify where the skills gaps are
- Plan with the tutor/assessor how to bridge the gaps
- CPD records for every tutor/assessor/IV to be checked and signed every 6 months

