

Internal Quality Assurance Policy

- Internal Quality Assurance is the process through which SwimBag ensures that all programmes are delivered in a consistent manner. It seeks to ensure that all criteria set by the formal Awarding Organisations (AO) and other organisations that we work with are complied with. It also protects the interests of our team and our Learners.
- Overall responsibility for Internal Quality Assurance within SwimBag rests with Mr Ady Longland, the Centre Coordinator. It is his responsibility to set the IQA strategy with the organisation, appoint suitably qualified staff to carry out IQA checks, establish the risk ratings for individual Trainers and Assessors and produce a plan for IQA across the range of qualification and Awarding Organisations that SwimBag work with.
- SwimBag is an Approved Training Provider for Ofqual regulated Awarding Organisations, RLSS Qualifications and STA. We are also endorsed and regulated by the First Aid Industry Body (FAIB). Rather than have specific IQA Strategies for each AO, our Policies and Strategies cover all the AO we work with.
- Some AO have internal IQA qualifications (specific CPD sessions). However, it is SwimBag policy that our IQA's will have a minimum of a Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice. They must also hold the necessary technical experience to be able to IQA a qualification. Qualifications do not need to be AO specific. An IQA with RLSS NPLQ TA can IQA STA Awards Lifesaving qualifications and vice versa.
- The Internal Verifier is appointed to undertake internal quality assurance checks and to ensure that course assessors apply consistent assessment practices in line with the AO's criteria. The process may take place during or after the course and the Internal Verifier may attend at any point, no advance notice is required. The course organiser and course tutor are expected to co-operate fully at all times.

The IQA Strategy, Risk Ratings & Sampling Plan

- SwimBag will publish a separate document detailing our strategy for Internal Quality Assurance.

Contact details

- All queries concerning this policy statement should be addressed to:

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Review

This document was last reviewed on 12/01/23

A P Longland, Training Director SwimBag Limited