

Internal Quality Assurance Strategy

- Within the IQA Strategy, the Centre Coordinator looks at the experience of all our Trainers / Assessors and Internal Quality Assurers and applies a Risk Rating for individuals. These risk ratings may differ for different types of course. For example, an experienced First Aid Trainer may have a Green rating for First Aid courses, but still have a Red rating for the first Award in Education and Training course they deliver and assess. They may also have different ratings for the same qualification, but being delivered through a different AO.
- The following is the minimum level of IQA to be applied.
 - One Trainer observation per Trainer, per year
 - One Assessor observation per Assessor per year (these may be doubled up with Trainer observations for Trainer Assessed qualifications)
 - New Trainers will be observed delivering their first course of each type
 - New Assessors will be observed assessing their first assessment of each type
 - Course paperwork will be reviewed, prior to claiming certification. The size of sample will in line with the Risk Rating
- Where independent assessment of First Aid at Work courses is carried out, where the Assessor is also an IQA it is acceptable to conduct the assessment and the on same visit.
- Cross marking of AET and IQA portfolios will be used for standardisation purposes.
- Some AOs require us to publish sampling plans and lodge these on their Centre Portals. Whilst SwimBag will endeavour to upload these plans, it is not always possible to predict which courses are being delivered. However, at an absolute minimum... Every Trainer and Assessor will be observed on their first course of each type for SwimBag and at least once per year. All course paperwork is sampled as it is filed and certificates claimed or printed.
- The IQA will be responsible for:
 - Ensuring that delivery and assessment policies and procedures are available and adhered to
 - Ensuring the consistent application of criteria and standards
 - Providing support to Trainer/Assessors (including identification of their development and training needs)
 - Ensuring that Trainer/Assessors apply the appropriate assessment methods, standards and training needs
 - Supporting Trainer/Assessors and identifying any additional training required
 - Ensuring that appropriate policies and procedures are in place for appeals, complaints
 - Ensure that equal opportunities are in place and operational
 - Liaise fully with the Centre Coordinator and where required the EQA appointed by an AO
 - Attend appropriate training sessions and workshops
 - In conjunction with the Centre Coordinator produce an IQA Sampling Plan
 - Verify each programme or course as called for by the IQA Sampling Plan

Risk Rating

- The table below helps to guide us to the appropriate rating for the risk and apply a suitable level of IQA checks.

| Low Risk Trainers / Assessor (Green) | Medium Risk Trainer / Assessors (Amber) | Higher Risk Trainers / Assessors (Red) |
|---|---|---|
| Experienced Trainers who have delivered 5 or more of the type of course being scheduled. | Trainers who have delivered between 2 and 5 of the type of course being scheduled. | Trainers for whom it is their first time of delivering the type of being scheduled. |
| Experienced Assessors who have assessed the qualification on more than 5 occasions | Assessors who have assessed the qualification between 2 and 5 occasions | Assessors assessing a qualification for the first time. |
| Trainer/Assessors who have had no actions raised against them in recent IQA or EQA activity | Trainer/Assessors who have had recent actions raised in IQA or EQA activity. But where these actions have been cleared. | Trainer/Assessors who have open actions against them from recent IQA or EQA activity. |
| Observed Annually and 25% of paperwork | Observed Annually and 50% of paperwork | Observed every course until able risk reduces to move to Amber |

- Where a Trainer Assessor also works within another ATC, SwimBag will accept IQAs carried out by the other ATCs IQA upon documentary confirmation and where the IQA meets SwimBag's requirements.
- Where there has been a republishing of a qualification, we shall treat this as a new qualification and apply
- Some AOs require us to publish sampling plans and lodge these on their Centre Portals. Whilst SwimBag will endeavour to upload these plans, it is not always possible to predict which courses are being delivered. However, at an absolute minimum... Every Trainer and Assessor will be observed on their first course of each type for SwimBag and at least once per year. All course paperwork is sampled as it is filed and certificates claimed or printed.
- All Trainers / Assessors will be informed of their Risk Rating that appertains to the course at the point of having the course allocated to them and the individuals Risk Rating will be annotated on the appropriate AO's management platform.

Contact details

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

The Training Director, SwimBag Limited, 29 Redbridge, Peterborough, PE4 5DP Tel: 01733 321399, Email: trainingdirector@swimbag.com

Review

- This document was last reviewed on 20/10/22

A P Longland, Training Director SwimBag Limited