

**IMPACT ALTERNATIVE LEARNING
INTERNAL QUALITY ASSURANCE POLICY
MASTER INSPECTION VERSION**

Principal: Kate Willis

1. POLICY STATEMENT

Impact Alternative Learning is committed to maintaining the highest standards of teaching, learning and assessment.

This Internal Quality Assurance (IQA) Policy ensures that all learners receive a consistent, fair and high-quality educational experience.

This policy applies to all staff involved in delivery, assessment and quality assurance.

2. STATUTORY AND REGULATORY FRAMEWORK

This policy aligns with:

- Keeping Children Safe in Education (KCSIE) 2025
- Equality Act 2010
- SEND Code of Practice 2015
- Awarding body requirements (AQA, ASDAN, Functional Skills)
- Ofsted Education Inspection Framework

3. AIMS

To ensure consistency in assessment decisions

To monitor and improve quality of teaching

To support staff development

To ensure fairness for all learners

To maintain compliance with awarding bodies

4. ROLES AND RESPONSIBILITIES

Principal: Overall accountability for quality assurance

IQA Lead: Responsible for implementation of IQA systems

Tutors/Assessors: Deliver and assess consistently

All staff: Engage in QA processes and CPD

5. IQA SYSTEM OVERVIEW

Impact operates a continuous quality cycle:

Plan → Deliver → Assess → Sample → Review → Improve

This ensures ongoing monitoring and development across all provision.

6. SAMPLING STRATEGY

Sampling is risk-based and includes:

- 100% sampling for new staff
- Increased sampling for high-risk learners
- Minimum 25% for established staff
- Full sampling for new qualifications

All sampling decisions are recorded and justified.

7. OBSERVATION OF TEACHING AND ASSESSMENT

All staff are observed regularly.

Observations assess:

- Teaching quality
- Behaviour management
- Engagement
- Assessment accuracy

Feedback is provided with clear action points.

8. STANDARDISATION

Regular meetings ensure consistency.

Staff compare assessment decisions.

Best practice is shared.

Inconsistencies are addressed immediately.

9. STAFF DEVELOPMENT

All staff receive induction training.

Ongoing CPD is provided.

Support plans are implemented where needed.

Performance is reviewed through IQA processes.

10. CURRICULUM QUALITY ASSURANCE

Functional Skills: Assessed against national standards

ASDAN: Portfolio-based verification

AQA: Criteria-based assessment checks

Vocational: Practical assessment observation

All pathways are quality assured consistently.

11. RECORD KEEPING

All IQA records are securely stored.

Records include:

- Observations
- Sampling decisions
- Feedback
- Action plans

Records retained for minimum 3 years.

12. MONITORING AND REVIEW

The IQA system is reviewed annually.

Adjustments are made based on performance data.

Continuous improvement is embedded.

APPENDIX 1 – OBSERVATION RECORD

Staff Name:

Date:

Area Observed:

Strengths:

Areas for Development:

Grade:

Action Plan:

APPENDIX 2 – SAMPLING RECORD

Learner:

Assessor:

Work Sampled:

Decision:

Feedback Given:

Action Required:

APPENDIX 3 – ACTION PLAN

Issue Identified:

Action Required:

Responsible Person:

Review Date:

Outcome: