

**INTERNAL QUALITY ASSURANCE**

Assessments are carried out on a regular basis in line with JC TRAINING & CONSULTANCY LTD and Awarding Bodies requirements. In agreement with Awarding Body requirements, Internal Quality Assurers, Tutors /Trainers and Associates must follow our IQA policy and procedures.

* All Tutors, Trainers, Associates must hold the subject specific relevant qualification at the appropriate level to teach and practice.
* The Director of JC Training & Consultancy Ltd will allocate a relevant IQA to a Tutor / Trainer or Associate.
* Tutor/ Trainer Courses are available through the Awarding Body Website and can be checked with the number of learners per course. IQA’s /Directors will keep records up to date as part of their ongoing Internal Quality Assurance activities.
* IQA’s / Directors must ensure that all internal and external paperwork procedures are followed for ALL Tutors/ Trainers, Associates of JC Training & Consultancy Ltd and the Awarding Body Standards.
* IQA’s / JC TRAINING & CONSULTANCY LTD Director must carry out observation of any associate trainers at least four times per academic calendar year. The IQA’s will be required to complete an IQA report (Internal Quality Assurance) for each session observed. A copy of the report will be held by the Directors of JC Training & Consultancy Ltd for inspection by any awarding body, Tutors / Trainers and Associates will be issued with copy for their own records.
* IQA’s / Director must also ensure standardisation across all staff, associates and contractors. Action Plans with any action points must have SMART targets (Specific, Measurable, Achievable, Realistic, and Time-bound) for the Tutors /Trainers and Associates. Once completed the IQA/ Director will visit if required, and record relevant actions.

* Copies of all documentation and feedback given to the Tutors /Trainer must be filed in the offices of JC TRAINING & CONSULTANCY LTD, and available to awarding body officials. Any feedback from external awarding bodies must be fed back to the Tutor/ Trainers and recorded on training records or employee records.
* As part of the Internal Quality Assurance procedures any external documentation, information or support material received from the Awarding Body should be shared with Tutors/ Trainers and Associates, thus ensuring standardisation.
* It is good practice for all Tutors / Trainers to attend CPD and training organised by the Awarding Body, ensuring competence and standardisation across all areas.
* Where IQAs / Directors of JC TRAINING & CONSULTANCY LTD have identified further training needs, please discuss this with the Directors and arrange extra support days for the Tutors /Trainers.

 **All documentation must be available for planned IV and EV visits and retained for three years.**

**Self-Assessment Process:**

**JC Training & Consultancy reviews its processes and procedures yearly and completes its self-assessment review to reflect on:**

**Current performance,**

 **Delivery,**

 **Achievements**

 **Delivery models used.**

 **This is reflected in our QIP to plan for improvements with SMART targets set that involves all staff for implementation to aid development and**

 **improvement to the services provided**

 **Last SAR completed: 01/07/2017 – Available upon request**

 **Next SAR Due: 01/07/2018**