

Internal Quality Assurance Policy

*Written: January 2024. Last reviewed: January 2026
Next Review: January 2027*

Note: Venture Training & Education Ltd is referred to throughout this policy as “Venture Training & Education”, “we”, “us” or “the Centre”.

1.1 Policy Statement

Venture Training & Education is committed to ensuring a standardised approach to internal quality assurance (IQA) practice, under a single quality assurance system that is well documented and systematically reviewed on a regular basis.

The internal quality assurance procedure for all provision must be open, fair and free from bias, with accurate and detailed recording of internal quality assurance decisions. A qualified Internal Quality Assurer (IQA) for each qualification area will ensure that internal quality assurance of the programme is in line with the requirements of the relevant awarding organisation(s). The internal quality assurance process will monitor and maintain the quality, transparency and integrity of assessment in line with the requirements of our awarding organisation(s).

1.2 Purpose

The purpose of this policy is to:

- Ensure that staff receive appropriate information regarding the internal quality assurance and assessment process.
- Ensure the consistent and fair treatment of all staff in the application of this policy.
- Provide learner-centred approaches to assessment that serve the stated learning objectives of the programmes we offer, and facilitate the achievement and wider development of our learners.
- Assess learners' work with integrity, by being consistent and transparent in our assessment judgements and processes, so that outcomes are fair, reliable and valid.
- Register individual learners to the correct programme within agreed timescales.
- Claim valid learner certificates within agreed timescales.
- Construct a secure, accurate and accessible audit trail, to ensure that individual learner registration and certification claims can be tracked to the certificate issued for each learner.

1.3 Scope

This policy applies to all tutors, trainers and assessors, and to the full range of qualifications and courses delivered by Venture Training & Education, including any subcontracted or partner-delivered provision.

1.4 Role of the Internal Quality Assurer (IQA)

It is the responsibility of the IQA to ensure:

- All awarding organisation communication is channelled via the Quality Manager.
- All external quality assurance visits, sampling activity and quality review and development activities are organised and sanctioned by the Quality Manager.
- Internal Quality Assurers hold, or are working towards, the relevant qualification or recognised equivalent experience required by the awarding organisation(s), and that this is recorded and kept up to date.
- Effective internal quality assurance systems are in place and maintained within each qualification or curriculum area.
- All assessment staff are briefed and trained in the requirements of current internal quality assurance procedures.
- Internal quality assurance roles and responsibilities are clearly defined, maintained and supported.

- Internal quality assurance is promoted as a developmental and supportive process between staff, not a punitive one.
- Standardised internal quality assurance documentation is provided and used consistently.
- An annual internal quality assurance sampling schedule is in place.
- Secure records of all internal quality assurance activity are maintained for the period specified by the relevant awarding organisation(s).
- The outcomes of internal quality assurance are used to enhance future assessment practice, and that all assessment decisions are subject to internal quality assurance sampling.
- Each sample is appropriately structured to include assessor work from all units, programmes, processes, assessment methods, sites and delivery teams.
- All assignment briefs or assessment tools used for every unit are verified before use.
- A sample of assessment decisions made for every unit is verified.
- A sample of assessment decisions from every assessor is verified.

Within each sample, the IQA will ensure that:

- The full range of assessment decisions made (pass, refer/fail, and borderline) is included.
- The experience of the assessor is taken into account when setting the sample size.
- The sample size is sufficient to assure the accuracy of assessment decisions for the whole group.
- The sampling process is planned, recorded and documented.

1.5 Role of the Assessor / Tutor

It is the responsibility of all tutors, trainers and assessors to:

- Ensure that learners are provided with assignments and tasks that are fit for purpose, enabling them to produce appropriate evidence for assessment.
- Assess learners' evidence using only the awarding organisation's assessment and grading criteria.
- Ensure that assessment decisions are impartial, valid and reliable.
- Ensure that assessment procedures minimise the opportunity for malpractice, by both learners and staff, in line with our Malpractice & Maladministration Policy.
- Maintain an accurate and detailed audit trail of learner recruitment, induction, registration with the awarding organisation, assessment decisions and certification.
- Ensure that assessment of all programmes meets both the relevant national standards and the grading criteria for the qualification.
- Ensure equal and fair access to assessment for all learners, and that the assessment methods used are valid, appropriate for each learner and qualification, and maximise holistic assessment opportunities.
- Seek to prevent misuse of reasonable adjustments and special consideration arrangements, and ensure that details of any learner entitled to such arrangements are recorded and, where required, submitted to the relevant awarding organisation.
- Ensure that learners enrolled onto a qualification are able to claim Recognition of Prior Learning (RPL) as a valid method of assessment, where they can demonstrate that they already meet the assessment requirements for a unit through knowledge, understanding or skills they already possess.
- Ensure that, once a learner is enrolled, registration with the awarding organisation takes place within the timescales set by Venture Training & Education and the awarding organisation.
- Ensure that roll-on, roll-off short courses, or programmes not following a standard academic year, are registered within one month of enrolment.
- Ensure that assessment schedules are planned, published (issued to learners and relevant staff), monitored, and allow for naturally occurring evidence where appropriate.

- Ensure that resources provided enable assessment to be carried out accurately and appropriately, leading to assessment decisions that are valid, authentic, reliable and sufficient.
- Ensure learners are provided with assessment materials and assignments that have been internally quality assured as fit for purpose, enabling them to produce appropriate evidence for assessment.
- Ensure that dates for submission of formative assessment are clearly communicated, and that marked work is returned within the timeframe specified by the relevant awarding organisation. In line with awarding organisation requirements, late submission of learners' work will not be limited or capped, except where required by an awarding organisation's assessment strategy.
- Ensure that, throughout the programme, accurate records of assessment and achievement are tracked at criterion level.
- Ensure that assessor-to-learner ratios are compliant with awarding organisation requirements, to enable fair access to assessment.
- Ensure that assessment processes minimise the opportunity for malpractice from both learners and staff; any such practice will be subject to the relevant disciplinary procedure.
- Ensure that learners declare that submitted work is their own, use appropriate citation and referencing for research sources, and that authenticity is checked. Venture Training & Education may use plagiarism and AI-detection checking systems to minimise or eliminate malpractice, in line with our Malpractice & Maladministration Policy.
- Ensure that feedback given to learners is constructive, motivational, relates clearly to the assessment criteria, provides clear guidance for improvement, and informs the learner's next steps.
- Ensure that all assessment decisions are recorded promptly and accurately on Venture Training & Education's tracking systems, to monitor learner progress.
- Ensure that any assessment decisions made by trainee or newly qualified assessors are countersigned by an experienced, qualified assessor or IQA who holds the relevant qualification.
- Ensure that learners who wish to appeal an internal assessment decision – for example, where a learner considers their work has been wrongly assessed – are fully informed of Venture Training & Education's appeals process.
- Ensure that assessment is accurately recorded and tracked, leading to a valid certification claim, and that all reasonable steps are taken to avoid the risk of falsified records, whether by alteration, substitution, or fraudulent certificate claims.
- Ensure that full or unit award claims are authorised by the Quality Manager before being submitted for processing.
- Ensure that all certification claims are submitted within the timescale required by the relevant awarding organisation following the end date of the programme.
- Ensure that all records of learner achievement, assessment tracking and internal quality assurance documentation are stored securely for the time period required by the relevant awarding organisation(s).

The Quality Manager will audit all processes in line with the stages of internal quality assurance set out in this policy. The outcomes of this audit will be documented and shared with relevant staff to support continuous improvement.

1.6 Examinations and Controlled Assessments

Where a qualification involves examinations or controlled assessments, Venture Training & Education will apply the relevant awarding organisation's general regulations for approved centres, to ensure that the integrity and security of the examination or assessment system is maintained at all times and is not brought into disrepute.

This includes, but is not limited to, ensuring that:

- Examination and controlled assessment materials are held securely at all times, with access restricted to authorised staff only.

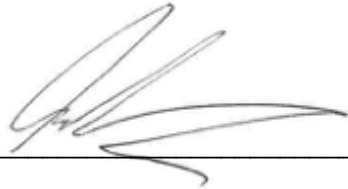
- Conditions of assessment (timing, supervision, resources permitted) are applied consistently and in line with awarding organisation requirements.
- Any incidents that disrupt an examination or controlled assessment, or that raise a concern about its integrity, are recorded and reported in line with our Malpractice & Maladministration Policy.

1.7 Related Policies

This policy should be read alongside Venture Training & Education's:

- Malpractice & Maladministration Policy
- Appeals Policy
- Safeguarding Policy
- Equality, Diversity and Inclusion Policy

Signed: _____

A handwritten signature in dark ink, appearing to be 'Ian Harris', written over a horizontal line.

Ian Harris
Company Director

17/01/2026