

Internal Quality Assurance Strategy

Marvellous Minds commits to providing an accurate representative spread of sampling. A minimum of 10% of assessments will be sampled. This percentage may increase for newly approved qualifications and new assessors for quality control purposes. When the programme is delivered for the first time, 100% sampling will be undertaken.

The sample includes:

- Monitoring at interim and summative stages or post certification
- All centre marked assessment components
- All assessment methods
- A representative spread across registered candidates
- Decisions from all Assessors, and all assessments sites

The candidate registration lists are to be used to pre-plan the internal quality assurance samples of each marked assessment component of the qualification, and will indicate which candidate's work will be selected for internal quality assurance checks.

This plan is to be sent to the External Verifier in order that they can establish their external quality assurance sampling plan.

The sampling plan is to be revised when changes take place with Assessors or candidates. Sample size is determined by the Qualification Quality Rating Tariff allocated to every programme delivered by ILM requirements taking into consideration circumstances.

The sampling plan is subject to change based on a candidate's progress and assessment activity. This may be earlier completion in the programme, and possibly mean that a larger sample is required if early samples evidence the need for further improvements in procedures.

A current IQA plan must be provided to the appointed External Verifier in order that they may establish their own sampling plan. The registration lists will facilitate an effective path to fair sampling. Appendix ... is the Centre's Policy to Fair Assessment and Sampling.

Assessments

Monitoring is to occur at interim and summative stages.

Interim sampling will highlight any problems at an early stage so that corrective actions may take place, and for the communication of good practice.

Monitoring assessments are to include Assessor observations, and also the provision of feedback to the Assessors, evaluating all aspects of performance as recorded in the IQA records.

Marvellous Minds will also ensure that candidates are aware of:

- The qualification they are working towards and the associated assessment process
- The progress that they are making toward achievement
- Their right to unit or module certification (where the qualification allows this)
- Their own role in meeting the assessment requirements

- The role of their Assessor/s
- The appeals procedure
- How to request additional support for learning needs that are unable to be met

Assessment Judgements – Standardisation

Whilst Marvellous Minds have an ongoing set agenda for team meetings in order to help achieve standardisation we recognise that these meetings may not satisfy all requirements

Support is to be provided for the development of all members of the assessment team, and they are to have:

- Copies of the ILM Qualification Specifications and its assessment requirements
- All information produced by the centre in connection with the assessment process, including guidance to candidates, records/report forms
- Information about appeals, equal opportunities, health & safety, quality and any other relevant policies applicable within the centre
- Information about ILM and the appointed External Verifier/s
- Information about the candidates, including special learning or assessment needs
- All new Assessors are to undergo a thorough induction and mentoring process. This will involve feedback being provided to all Assessors following completion of internal quality assurance activities. Ongoing development and improvement of assessment practices are to be implemented.

IQA Activities

Marvellous Minds commits to the formal and proper recording of IQA activities – the qualities and information that these are to include as follows:

- Clear, comprehensive and relevant to the specific programme
- Maintained consistently with meaningful comments providing a clear audit trail
- Signed and dated
- Made available to the centre's Assessors as and when appropriate
- Made available to the External Verifier and other ILM representatives on request

Continuous Professional Development

Marvellous Minds requires its Assessors and Internal Quality Assurance personnel to continually improve and develop their skills and includes the achievement of relevant assessment and quality assurance qualifications.

All qualification certificates (validated copies) are held at the offices with CV's and/or profiles which evidence appropriate levels of occupational competence and current/relevant experience.

We are committed to complying with the following requirements:

- Recruiting occupationally competent team members for the specific qualification
- The decisions of unqualified Assessors are countersigned by a qualified Assessor – and will not be the Internal Verifier
- All decisions made by unqualified Team Members will be countersigned by a qualified Internal Verifier