

# UK Professional Development Academy



## Internal Quality Assurance Policy

Internal Quality Assurance Policy	Last Review:	January 2026
	Amended Date:	N/A
	Next planned review in 12 months, or sooner as required	

# **Internal Quality Assurance Policy**

## **1. Introduction**

UK Professional Development Academy is committed to continuous quality improvement, ensuring that learners receive high-quality education and assessment services. The College follows a structured and robust internal quality assurance process, ensuring that assessment practices are valid, reliable, fair, and consistent. Internal quality assurance procedures involve monitoring, standardisation, and review of assessment decisions, ensuring that learners are assessed accurately and equitably.

The College adopts an evidence-based approach to IQA, involving ongoing self-assessment, peer review, and external quality assurance engagement. This ensures that assessment and verification processes remain compliant with regulatory standards and awarding body requirements. The IQA process also supports assessors in developing their professional skills while ensuring that learners receive consistent and constructive feedback.

## **2. Scope**

This policy applies to all learners, staff members, assessors, internal quality assurers (IQAs), and stakeholders at UK Professional Development Academy. It establishes the framework for internal quality assurance (IQA) processes, ensuring compliance with awarding body regulations and maintaining high standards in teaching, learning, and assessment.

## **3. Policy Aims**

The primary aim of this policy is to maintain the integrity of the assessment and verification process by ensuring that all assessment decisions are accurate, consistent, and in line with awarding body standards. UK Professional Development Academy is committed to fostering a culture of quality assurance and continuous professional development to enhance the learning experience.

The College ensures that internal quality assurance procedures are transparent, fair, and inclusive, enabling learners to achieve their qualifications without bias or disadvantage. Assessors and IQAs are provided with ongoing training and support, ensuring that they remain competent in their roles.

#### **4. Internal Quality Assurance Process**

Internal quality assurance at UK Professional Development Academy follows a structured cycle that includes pre-assessment, during-assessment, and post-assessment quality assurance measures.

Assessments are planned and reviewed to ensure that they align with qualification standards. Before assessments take place, IQAs conduct assessment planning meetings to ensure that assessment strategies are appropriate and meet awarding body requirements.

During the assessment process, IQAs sample and verify assessor decisions to ensure that grading is accurate, consistent, and compliant with required standards. IQAs provide assessors with feedback, support, and guidance where necessary, ensuring that assessments remain valid, reliable, and fair.

Post-assessment, the IQA team conducts standardisation activities to ensure that assessors interpret and apply grading criteria consistently. Internal verification reports are reviewed and submitted to awarding bodies for external quality assurance (EQA).

#### **5. Responsibilities of Staff**

All staff involved in assessment and quality assurance have a responsibility to uphold the highest standards of academic integrity. Assessors are responsible for ensuring that learner work is assessed fairly and accurately, while IQAs are responsible for monitoring assessment decisions and providing constructive feedback.

IQAs must ensure that assessment decisions are consistent across different assessors and learner cohorts. Any concerns regarding assessment malpractice or inconsistencies must be reported and addressed in line with college procedures. IQAs are also responsible for ensuring that learner evidence is authentic, sufficient, and meets the assessment criteria.

The Head of Quality Assurance (Lead IQA) oversees the implementation of the IQA strategy, ensuring that all processes align with awarding body requirements and regulatory expectations.

#### **6. Standardisation and Continuous Improvement**

To ensure consistency in assessment decisions, UK Professional Development Academy conducts regular standardisation meetings, where assessors and IQAs review assessment practices and grading interpretations. These meetings ensure that all assessors apply assessment criteria consistently, reducing the risk of grading discrepancies.

Feedback from standardisation meetings is used to inform training and professional development for assessors and IQAs. The College also gathers feedback from learners, assessors, and external verifiers to identify areas for improvement in the assessment and verification process.

## **7. Learner Support and Fairness in Assessment**

UK Professional Development Academy ensures that learners are assessed fairly, with reasonable adjustments provided where necessary. Learners with disabilities, special educational needs, or other exceptional circumstances are given the necessary support to ensure equal access to assessments.

The College follows strict procedures to prevent assessment malpractice, including plagiarism, impersonation, or unethical behaviour. Any cases of suspected malpractice are investigated following awarding body guidelines and the College's academic integrity policy.

## **8. Monitoring and Reporting**

The IQA team is responsible for maintaining detailed records of quality assurance activities, including assessment plans, sampling reports, feedback logs, and standardisation records. These records are regularly reviewed to ensure compliance with awarding body audit requirements.

Reports from IQA activities are used to identify trends, address challenges, and improve assessment practices. Where necessary, IQAs implement corrective actions and staff development initiatives to address any issues identified in the verification process.