

QUALITY ASSURANCE STATEMENT

Drum n Bounce & Dubstretch Fitness are committed to ensuring regular checks are carried out in order to maintain high level training courses that are appropriate for the industry and learning environment.

INTERNAL QUALITY ASSURANCE POLICY

Drum n Bounce & Dubstretch Fitness operates an internal quality assurance system to maintain the consistency and accuracy of assessments.

Internal Quality Assurance (IQA) is the process of ensuring that training delivering and assessment practice is monitored in order to ensure that they meet national standards.

Policy Aims:

To provide a continuous check on the consistency and quality of delivery and the consistency, quality and fairness of marking, grading and overall assessment of student's work.

To meet the requirements placed upon us by EMD UK.

To ensure that valid assessment decisions are reached for all our students and that external requirements are fully met.

Scope

For the purpose of this policy, the term IQA encompasses all forms of activity that check and validate assessment. It may be implemented through the systems of verification as required or laid down by examining or awarding bodies; or it may occur through shared observation of student activities, second marking of students' work, or team grading/assessment of students' work. Any task, activity, essay or project that contributes to the students' final achievement in a vocational area, academic subject or key skill will fall within the scope of this policy.

Responsibilities

The Founder of Drum n Bounce & Dubstretch Fitness has the responsibility to ensure that all IQA policies are being followed and that the appropriate evidence is being correctly completed and submitted.

Assessors

The role of an assessor is to:

Ensure that each Learner is aware of his/her responsibility in the collection and presentation of evidence

Fully brief Learners on the assessment process at the start of the course

Observe Learners' performance through formative assessment and/or in simulated situations, and/or conduct other forms of assessment in accordance with the qualification requirements

Judge the evidence and record assessment decisions against the standards/syllabus

Provide Learners with prompt, accurate and constructive feedback within four weeks of submission

Manage the system of assessment from assessment planning through to marking and recording assessment decisions

Ensure validity, authenticity and sufficiency of evidence

Maintain accurate and verifiable Learner assessment and achievement records

Confirm that Learners have demonstrated competence/knowledge and have completed the required documentation

Demonstrate commitment to anti-discriminatory practice and equal opportunities

Ensure maintenance of confidentiality for sensitive information.

Give feedback on what learners have achieved as well as areas for development

Provide clear guidelines on the process for re assessment if the initial one is not passed

Conflicts of interest in assessment

Drum n Bounce & Dubstretch Fitness aim to identify, monitor and manage any conflicts of interest in assessment outcome. Drum n Bounce & Dubstretch Fitness will take all reasonable steps to avoid any part of the assessment of a Learner being undertaken by any person who has a personal interest in the result of the assessment.