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Policy Name	Internal Audit Policy

Recent Review Date	December 2024	**Next Review Date**	December 2025

Purpose

This procedure ensures compliance with internal and external verification requirements, ensuring the Centre meets national standards and awarding body requirements. It supports the continuous improvement of the Centre's processes and its learners' needs.

Key Points

- All employees involved in internal verification or moderation must be suitably qualified.

- All learners, trainers, assessors, and verifiers must understand and facilitate the internal verification process.

- Internal verification audits will ensure standards are maintained, with varying audit sample percentages based on assessor/trainer categories.

Verification Categories

Category A*: 5-10% sample of learner evidence.

Category B*: 50-75% sample of learner evidence.
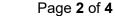
Category C*: 100% sample of learner evidence.

Roles and Responsibilities

Coordinator/Training Centre Manager: Manages documentation, organizes meetings, and ensures alignment with awarding body requirements.

Internal/External Verifiers: Compile IQA feedback, complete reports, and ensure assessments meet awarding body standards.

Trainers/Assessors: Deliver training and assessments, ensuring evidence is valid, up-to-date, and properly referenced. Participate in standardization meetings.

Internal Verification Process

Planning:

Notify the awarding body and verifiers of assessment dates.

Ensure all learners are informed of policies, standards, and expectations.

Confirm any reasonable adjustments required.

During Delivery:

Complete risk assessments and confirm resource availability.

Ensure training and assessment methods align with standards.

Post-Delivery:

Finalize all evidence, references, and logbooks.

Complete learner entries and certification applications.

Finalize IQA reports and provide feedback.

Verification Strategy

All relevant documentation is accessible to internal verifiers, and reviews will be conducted at key stages of the training and assessment process.

Summative reports will align with sampling percentages based on the trainer/assessor's category.

Roles in Trainer/Assessor Grading

Category A*: Experienced and consistent trainer/assessor.

Category B*: Trainer/assessor with some gaps in performance.

Category C*: New or inactive for over 12 months, requiring full supervision.

Documentation and Record Keeping

Meeting minutes, verification records, and appendices are stored in the Centre IQA folder for audits and reviews.

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