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Policy Name	Quality Assurance Policy
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Recent Review Date	December 2024	Next Review Date	December 2025
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1. Purpose

This procedure provides guidance to NXT GEN staff on internal verification, standardization of teaching, assessment briefs, grading, and feedback to ensure qualifications meet required standards and internal verification decisions are accurately recorded.

2. Scope

These guidelines apply to NXT GEN staff involved in teaching, assessment, internal verification, and providing feedback. They should be used alongside awarding body requirements.

3. Teaching

Planning: Teaching must be planned to meet the standards of NXT GEN and awarding bodies, covering required topics and providing materials via the Online Platform

Work Methodologies: A Scheme of Work must be created, detailing the material to be covered, with approval from the Head of Curriculum or Head of Centre.

Learning Materials: All teaching materials should be uploaded to the LMS (Learning Management Software) and updated regularly.

5. Evaluation Briefs

Creation Process: Assignment briefs and marking schemes are created by the Curriculum officer, checked by the Head of Center and Head of Curriculum, and submitted to the awarding body for approval before being distributed to staff and students.

6. Internal Quality Assurance (IQA) Strategy and Sampling Guidance

Sampling: New qualifications or assessors should undergo 50% sampling, while established qualifications may reduce sampling to 20-30%. Sampling ensures broad coverage of learner progress.

Harmonisation: Before marking, there must be consistency among markers, achieved by standardizing a sample of unmarked student work and ensuring uniform grading.

Double Marking: A sample of 15-20% of assignments must undergo double marking (internal verification) to ensure consistency. Disagreements in marking are resolved through further moderation.

External Moderation: After internal moderation, external examiners or verifiers from the awarding body may review a sample of work. Recommendations from these external reviews must be implemented within the specified timeframes.

7. Roles and Responsibilities

Training Centre Admin: Maintains documentation, organizes meetings, and ensures compliance with awarding body requirements.

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

Trainers/Assessors: Deliver teaching, conduct assessments, and ensure evidence is valid, properly referenced, and aligned with standards.

8. Verification Procedures

Interim Reviews: These reviews ensure compliance with Centre policy and awarding body standards before submission for unit or competency card purposes.

Summative Reviews: A full review of the course delivery, learner evidence, and final submission to the awarding body.

Double Marking/Internal Moderation: A selected sample of assessed work is double marked by two assessors to ensure consistency. Discrepancies are addressed by a third marker if necessary.

9. Documentation and Records

Record Keeping: Meeting minutes, verification records, and assessment results must be stored securely for audit purposes. These should be readily available for internal and external reviews.