SSIG

SPECIALITY SECURITY INVESTIGATION GROUP

IQA, STANDARDISATION & SAMPLING STRATEGY POLICY

IQA POLICY APPENDIX 1
IQA, STANDARDISATION & SAMPLING STRATEGY POLICY

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Standardisation

All SSIG-UK Centre staff including Tutors, Trainers, Instructors, Assessors & IQA's will read and understand all centre policies and procedures and attend standardisation, meets, events and training to ensure that all centre staff are Assessing all learners to the same standards and criteria and are maintaining and improving standards within the training organisation.

Standardisation inside SSIG-UK Training Division includes, but is not limited to:

- All Practical Assessments for all subjects including SIA Linked licensable qualifications and First Aid Must be digitally recorded as standards for all assessments, the digital recording must be an Audio & Visual recording, the recording must be time and date stamped. This is to evidence the assessment process and for quality control. As well as for IQA Assessment review, to help with Standardisation and for any challenges or complaints that may arise in relation to an assessment outcome.

- Monthly Team meetings which can be made up of both Face to Face meetings and Digital meetings such as webinars, Microsoft Teams meetings, face to face training events and Standardisation meetings and training.

- All SSIG-UK Staff will carry out regular continued professional development (CPD) and this will be evidenced in the form of a CPD Log that will be kept update and must be evidenced on request.

- All SSIG-UK Staff will submit all current and newly achieved qualifications to the head of training, head IQA and Head of Centre.

- All Newly qualified Trainer will Shadow an experienced trainer for a minimum or 3 courses, after which the newly qualified trainer will be observed by the experienced trainer for their first 3 courses delivered and the experienced trainer will mentor the newly qualified trainer for the first 6 months of the new trainers career with SSIG-UK or until the new trainer has successfully delivered 12 courses and 6 consecutive clear IQA Reports and a minimum of 2 IQA Shadowing observations.

- Should any IQA have any concerns about any SSIG-UK Trainer or Assessor or Should any EQA highlight and issues or action points in relation to any assessment process issues or concerns the Tutor or Assessor in question will undergo a period of observation by an IQA or Senior member of the Centre.

- SSIG-UK Also Follows our awarding organisations recommendations in relation to IQA Strategy

- Highfield Qualifications recommended Standardisation activities - Standardisation activities are centre-led and used as a method of sharing good practice across the delivery, assessment and quality assurance of the qualification. These activities should be completed on a periodic basis and include members of the centre's delivery, assessment and quality assurance team. The IQA officer is key to this process as it is likely they will have sampled work across tutors/assessors and so be able to share positives from each team member. Important Note: All records of the above activities should be stored by the centre for quality assurance purpose for a minimum of 3 years. In doing so Highfield would recommend the following:

  - Course Folder: includes all course assessment material
  - IQA Folder: includes all centre's quality assurance paperwork e.g. IQA Sample Plans and IQA Reports
  - Standardisation Folder: includes all minutes and meeting related paperwork.

Sampling Strategy

Internal Quality Assurance (IQA) Strategy

In line with our Awarding organisation Highfield Qualifications, SSIG-UK Training Division will follow the recommended form of internal quality assurance and complete a form of quality assurance for every course, until centre managed assessment (CMA) is achieved. Highfield recommends that centres implement a system for the frequency of visits based on risk. An example of this risk-based approach can be supported using a basic traffic light system. The starting point for using this type of system is to risk rate (grade) tutors/assessors. This process should be documented and completed using justifiable methods; an example of risk ratings is below:

- Green: Tutors/assessors who have a significant amount of experience and competence in the delivery and/or assessment of the qualification, (e.g., have delivered over 20 courses with no actions from quality assurance checks).

- Amber: Tutors/assessors who have a moderate amount of experience and competence in the delivery and/or assessment of the qualification (e.g., have delivered over 12 courses with minor actions from quality assurance checks).

- Red: Tutors/assessors who have little or no experience in the delivery of the qualification or where a new assessment methodology is implemented.

Once a grade is agreed and documented within the centre, the next stage is to identify the volume of support that is required, this is illustrated below:

- Green: Tutors/assessors require an IQA live visit every 20 courses or every 1 year, if sooner. Note; all courses will be subject to quality assurance monitoring, which could be completed via other methods e.g., desk-based review.

- Amber: Tutors/assessors require an IQA live visit for every 12 courses registered or every 6 months, if sooner. Note; all courses will be subject to quality assurance monitoring, which could be completed via other methods e.g. desk-based review.

- Red: Tutors/assessors would require an IQA live visit for every course registered as well as quality assurance documentation checks. Once agreed, there is a need for ongoing review of risk, which could mean Tutor/Assessor grading may be adjusted and sampling may increase or decrease accordingly.

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Sampling Tables

Qualification: ALL Qualifications IQA'S: ANDREW STAGG, LEE SHERRATT												
Assessor:	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**
Clark Edwards	▓			▓				▓				
Lee Sherratt			▓			▓				▓		
Andrew Stagg		▓					▓				▓	
Reg Clements	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Philip Clay	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓

SSIG-UK Training Division
Meeting and standardisation plan
Qualification: All Quils
 IQA: NAME OF LEAD IQA : ANDREW STAGG

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Assessor team meeting	4th		9th		7th		6th		8th		10th	
Assessor standardisation activity		16th DSTU		13th SOTU		15th ECFR		17th EFAW		12th FAW		
IQA team meeting			18th			29th			17th			3rd
IQA standardisation activity				22nd				30th				15th