

Internal Quality Assurance Policy

Designated Internal Quality Assurance Officer: Steve Melbourne

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Guernsey Sports Commission ensure that these arrangements are in place to quality assure the assessment of qualifications. The objective of these arrangements is therefore to ensure that all assessment is fair, consistent and meets 1st4sport Qualifications and national requirements.

The Head of Centre, Jeremy Frith, is responsible for ensuring that this policy is published, implemented and accessible to all personnel and any relevant third parties. The Head of Centre will also ensure that all personnel have read and understood this policy and that any amendments to the policy are communicated to relevant parties.

This policy has been designed to promote quality, consistency and fairness throughout the assessment and internal verification activities. It aims to ensure that standards of assessment are maintained consistently over time.

Aims

The aims of Internal Quality Assurance are:

- to ensure the effective management of assessment.
- to ensure the consistency and validity of internal quality assurance processes.
- to ensure the effective support for assessment and quality assurance personnel.
- to ensure the quality assurance of the outcomes of assessment in-line with awarding organisation and national requirements.

Objectives

The objectives of internal quality assurance fulfil a variety of quality assurance considerations. The list below outlines internal quality assurance objectives, which ensure that Guernsey Sports Commission:

- operates from this established quality assurance policy and related procedures which are consistently reviewed where required in accordance with generic quality control arrangements.
- ensures an effective induction is provided for all members of the assessment and quality assurance teams, as required.
- ensures effective appraisal and continued professional development for all members of the assessment and quality assurance teams.
- ensures that the assessment and quality assurance teams understand and are able to follow and advise on all centre policies and procedures.

- ensures equality and diversity is embedded throughout the internal quality assurance and assessment activities.
- ensures quality via accurate and effective assessment of all learners.
- monitor and ensure consistency of assessment outcomes via appropriate interpretation of 1st4sport Qualification's specific qualifications and/or national requirements.
- reviews and evaluates the quality and consistency of assessment at different stages of the assessment process.
- maintain accurate and current records of internal quality assurance.
- standardise all components of the assessment where appropriate.
- carry out continuous improvement activities to ensure all corrective actions and best practice guidelines requested by awarding organisations and their moderation staff (including external quality assurers) are complied with.

Risk Assessment Procedure

Risk Assessments will be carried out for all relevant activities/venues by following the procedure below:



Risk Assessment Record

Location/Site			
Activity			
Risk assessor		Date	

Hazard Description	Cause and Consequence (what causes the hazard and why is it harmful)	Control Measures in Place (preventive action)	Recovery Measures in Place (corrective action)	Severity/level of risk (low/medium/high based on evaluation of likelihood and impact)	Action Completion Details (date and nominated staff)
Signed			Time risk assessment completed		

First Aid Procedure

Designated First Aiders	Contact details
Steve Sharman (Internal QA) Jeremy Frith (Assessor/Head Of Centre) Jenny Murphy (Tutor) Graham Chester (Finance Officer)	Guernsey Sports Commission: 01481 747229
Location of First Aid boxes	
Beau Sejour (course delivery) – Behind Reception on Ground Floor Sports Commission (head office) – Top of filing cabinet next to equipment store	

All designated first aiders are appropriately qualified. Therefore, one of the first-aiders listed above must be contacted in the event of an incident occurring, to administer any first aid required. It is important that all issues where a first-aider has been involved are recorded in the necessary incident logbook(s) which accompany the first-aid box(es).

It is the responsibility of the tutor/assessor to make learners aware of whom their nominated first aiders are and where they can be found (they are required to be on site at the time of a course/programme taking place).

All accidents/ incidents will be recorded on an Accident Report Form which should be sent to the Designated Health and Safety Officer who will decide whether further action needs to be taken and whether a report under RIDDOR¹ is required.

¹ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Accident Report

Date, time, location and event details where the incident took place		
Date		Time
Location (Venue)		
Event details (eg Qualification title and course number)		

Injured persons details		
Name:		
Occupation:		
Date of birth:		
Address:		Postcode
Tel:		
Email:		

Details of all persons involved – insert details of all individuals actually involved in near miss, incident or accident		
	Name	Contact number
1		
2		
3		
4		

Details of all witnesses –insert details of all individuals who witnessed the near miss, incident or accident		
	Name	Contact number
1		
2		
3		
4		
5		

Incident details			
Time of injury		Date of injury	
Description of the incident			
Treatment applied			
Name of person giving treatment			
Role of person giving treatment			
Loss of consciousness:	Yes/No	Ambulance called:	Yes/No
Person sent to Hospital:	Yes/No	If Yes, which Hospital:	
Name of person completing this report			
Date of report		Office use only: date report received	