

Internal Quality Assurance Policy

Trainer Maker is committed to the provision and maintenance of an effective system of internal quality assurance for the purpose of approving and monitoring tutor's and assessors' delivery and assessment of ActiveIQ/YMCA Awards qualifications.

In accordance with the conditions set out by ActiveIQ/YMCA Awards, TrainerMaker implements an internal quality assurance policy that enables us to monitor the activities of our tutors and assessors in the delivery of ActiveIQ/YMCA Awards qualifications.

Policy Overview

This document highlights the current proactive systems in place at TrainerMaker which guarantees the quality of the qualifications offered and how we seek to avoid problems, stabilise and improve the products and services offered to learners.

IQA Model

Our IQA model involves:

- Planning what will be monitored and verified, from whom and when,
- Sampling assessment records, learner's work and assessment decisions,
- Supporting tutors and assessors.

The IQA will:

- Advise, support and provide developmental feedback to tutors and assessors
- Document the IQA rationale and strategy
- Ensure trainers and assessors interpret, understand and consistently apply the relevant requirements and standards,
- Identify issues and trends,
- Keep up to date with changes and developments regarding relevant standards and qualifications,
- Plan and carry out the sampling of assessed work to ensure evidence is authentic, reliable and valid and standards are being maintained and regulatory requirements are adhered to,
- Take part in CPD.

Learner evidence the IQA will gather includes:

- Student tracker information (student details)
- Lesson Observations
- Assessment observations
- Assignment/portfolio checks
- Learner Interviews
- Employer interviews

- Feedback checks

The IQA Rationale and Strategy

Staff are experienced tutors and assessors in their subject area and maintain their occupational competence through regular and evidenced CPD.

Tutor/Assessor Name	Programmes	Rationale: <i>This IQA rationale is based on a tutor/assessors qualifications and experience. In this rational an overview of each tutors/assessors role is identified and a justification for the amount of quality assurance activities that will be completed. This is to ensure consistency across tutor delivery and assessment decisions generated.</i>
Paul Bailey	Level 2 Certificate in Gym Instructing Level 3 Diploma in Personal Training (Practitioner) Level 3 Diploma in Gym Instructing and Personal Training (Practitioner) AIQ Level 2 Fitness Coach (All versions) AIQ PT (All versions) Level 2 Award in Instructing Kettlebell Training	Paul holds all relevant qualifications as well as significant experience in his subject areas. He is low risk/high experience. I therefore plan to sample 25% of learner portfolios on newly delivered courses (1 in 4 learners claimed to be sampled) with approx 20% portfolio sampling across all units. On courses where delivery is ongoing from previous years, sampling will be 10-15%

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	Level 1 Award in Health Champions	
	Level 1 Award in Lifestyle Management	
	Level 3 Diploma in Sports Massage Therapy	Paul holds all relevant qualifications with some occupational experience in the subject areas. For 2022, I therefore plan to sample 50% of learner portfolios with 60% portfolio sampling across all units.
	Level 3 Diploma in Exercise Referral	
	Level 2 Award/Certificate in Group Exercise Instructing (Indoor Cycling)	
	Level 3 Award in Adapting Exercise for Ante and Postnatal Clients	
Alex Kitchenham	Level 2 Gym Instructor	Alex holds all relevant qualifications and has significant occupational experience as both a Personal Trainer and a teacher in secondary school. A 25% sample will be taken for all of Alex's assessments due to his relatively new job role within assessing. Alex is low risk/low experience.