



1st for EPA Ltd
Internal Quality Assurance Policy

1. Policy statement

1st for EPA Ltd is committed to ensuring a standardised approach to internal quality assurance practice. The internal quality assurance procedure must be open, fair and free from bias and have accurate and detailed recording of internal quality assurance decisions.

The internal quality assurance process will monitor and maintain the quality, transparency and integrity of end point assessment in line with the requirements of the Institute for Apprenticeships & Technical Education.

2. Responsibilities

Helen Shinner, Managing Director of 1st for EPA Ltd, is responsible for the overall implementation and monitoring of this policy. The IQA policy will be communicated to all staff and contractors involved in the operation of end point assessment, all of whom have a responsibility to respect and follow the IQA procedure.

3. Purpose

This purpose of this policy is to ensure that:

- a) Our end point assessment tools are designed appropriately to meet requirements of the apprenticeship standard and assessment plan:
 - I. Our end point assessment tools will be designed to be fit for purpose, and current to the latest industry and regulatory requirements
 - II. End point assessment tools are subject to regular review
 - III. We will ensure that delivery is apprentice and employer centred, and clearly communicate key information such as assessment requirements and schedules
 - IV. We will monitor and review each end point assessment activity throughout the delivery through to certification.
- b) Our assessors are occupationally qualified to support delivery:
 - I. All assessors will receive ongoing feedback, support and development facilitated through regular team meetings and 1:1s
 - II. All assessors will receive training on the relevant standards and regulatory requirements
 - III. All assessors will be provided with a copy of 1st for EPA Ltd policies
 - IV. All assessors will receive regular communications (via email, team meetings, and individual 1:1s) to enable the dissemination of timely and up to date information which is key to quality and efficacy
 - V. Assessor CVs will be held securely on file and available on request (subject to the data protection requirements)
 - VI. All assessors involved in the delivery of end point assessment activities on behalf of employers are approved for the delivery of end point assessment activities.
- c) Our delivery is effective and meets employer and apprentice expectations of the end point assessment and certification process:
 - I. We use standardised documentation for registration, end point assessment activities, audit and certification
 - II. We require all assessors to declare and complete confidentiality and conflict of interest declarations where appropriate
 - III. We provide a guidance document for employers on the apprenticeship and end-point assessment
 - IV. We provide guidance documents and training to all those involved in end point assessment



- V. We risk assess and audit assessors to ensure compliance, high quality delivery, and support standardisation.
- VI. We survey apprentices and employers after completion of the apprenticeship
- d) Our end point assessment judgements are consistent and transparent so that the outcomes are fair, reliable and valid:
 - I. We carry out statistical analysis of preliminary and final grade awards by cohort and by assessor as part of standardisation activity
 - II. We will carry out evaluation throughout each end point assessment and on a bi-annual basis (standardisation), reporting to the relevant bodies as required.
 - III. Evaluation methods include employer surveys, apprentice surveys, auditor feedback and client review meetings
- e) We have a secure, accurate and accessible audit trail for apprentice registration, end point assessment documentation, audits and final grading decisions:
 - I. All documentation is stored securely in specific folders, accessible only to 1st for EPA Ltd team members.
- f) We will hold the following information on file to enable a full audit trail from registration to certification:
 - I. Registration details
 - II. Records of team meetings and standardisation meetings
 - III. End point assessment training records
 - IV. Learner and employer feedback surveys
 - V. Final grading decisions
 - VI. Complaints records and appeals records
 - VII. All records are held securely and appropriately in line with the provisions of the Data Protection Policy

4. Quality Control

Activity	IQA Checks
Registration: <ul style="list-style-type: none"> • Order form/contract • Apprentice registration • Photographic ID • Proof of functional skills and knowledge element, where required • Certificate claim authorisation form 	Checks for completeness by 1st for EPA Ltd administration (and follow up with employer where information missing).
Contracting	<ul style="list-style-type: none"> • 1st for EPA Ltd and lead training provider contract detailing end point assessment price, responsibilities, activities and dates. • Contract to be signed by Director of 1st for EPA Ltd.
Assessor approval	<ul style="list-style-type: none"> • Assessors apply • Initial check by 1st for EPA Ltd Administrators • Expertise checks by qualified 1st for EPA Ltd management
Assessor training	Arrangement of training of all assessors <ul style="list-style-type: none"> • Delivery of training by relevant 1st for EPA Ltd staff and sector expert



	<ul style="list-style-type: none">• Each assessor to maintain a CPD log
Entry to End Point Assessment	Checks for completeness by 1st for EPA Ltd Administration: <ul style="list-style-type: none">• Completion of Gateway documents• Evidence of functional skills, ID, certificate claim authorisation form and knowledge element as required by the Standard.
Final Decision Panel or External Examiner	<ul style="list-style-type: none">• Assessor completed records• 1st for EPA Ltd reporter and panel member/external examiner check and sign off
Certification	<ul style="list-style-type: none">• 1st for EPA Ltd Administration completion of certification requests• 1st for EPA Ltd Administration submission of certification request to ESFA
Reviewing Performance of End Point Assessment tools	<ul style="list-style-type: none">• Peer review of tools being designed• Assessment of tools against Standard, Assessment Plan and Fair Access Policy• Review of tools to form part of bi-annual standardisation
1st for EPA Ltd Policies	<ul style="list-style-type: none">• Policies drafted by 1st for EPA Ltd staff• Policies reviewed by 1st for EPA Ltd and relevant sector bodies• Policies signed off by 1st for EPA Ltd Governing Body

5. Policy Review

This policy was created on 22 November 2019. It will be monitored and reviewed at regular intervals and as legislation requires.