

QUALIFICATION QUALITY ASSURANCE PLAN

QUALIFICATION:			QAN:	Nº.	LEVEL:
START:	FINISH:	IQA:	ASSESSOR:	TUTOR:	

TASK	DUE	PERSONNEL	DETAILS	OUTCOME	
Units confirmed and assigned		Course Leader			
Assessments planned and shared		Course Leader			
Portfolio sampling		IQA IQA & Team			
Good practice and feedback		IQA & Team			
Completed units submitted		Delivery Team			
Feedback, actions and CPD		IQA & Team			
Portfolio standardisation		IQA			
Learner interviews		IQA			
Feedback and actions		IQA & Team			
Final submission		Delivery Team			
Final IQA		IQA			
EQA submission		IQA			

SAMPLING AND STANDARDISATION:

CRITERIA				PORTFOLIOS				
PORTFOLIOS		ASSESSMENT		TEAM		?	WWW	EBI
No. at least 3 or 10%?		All tasks completed?		Assessment definitions met?				
All of delivery team?		All tasks level appropriate?		Guided Learning Hours?				
All units delivered?		All tasks marked?		Tracking documents update?				
All levels seen?		All marking consistent?		Recording docs complete?				
Low attainer?		All feedback provided?						
Middle attainer?		All feedback actioned?						
High attainer?		Assessment tasks appropriate?						
		Assessment tasks completed?						
		Assessment tasks graded?						
		Assessment marking consistent?						
COMMENTS:								
						WWW		EBI
ACTIONS:								
						DUE	WHO	COMPLETE