

This policy is in place to maintain the quality of the end assessment process and to ensure that it is carried out according to the specification set out in the published Assessment Plans. The policy will also support the SIAS commitment to ensuring that ongoing quality improvement is an integral part of the organisation.

As part of its determination to provide the highest possible standards of assessment services, SIAS will embed continuous improvement in all aspects of its work. We aim to be the first choice for high quality apprenticeship assessment.

The purpose of the policy is to ensure continuous improvement through a process of self-evaluation and action planning. The policy and associated procedures will involve all employees and associates; anyone working for or on behalf of SIAS is responsible for the implementation of the QA policy. The management of the process will be through the SIAS operational team further supported by audit of procedures by the Science Industry Partnership (SIP) quality system. The quality assurance of procedures will be evident in regular self-evaluation, internal & external audits and observation, in addition to customer feedback which will be collected regularly.

The main focus of SIAS quality assurance is the end assessment of apprentices. The QA policy will ensure rigorous, standardised and consistent assessment procedures which meet the standards required by the relevant assessment plans.

Quality assurance will also inform strategic planning for SIAS by providing the tools to monitor and evaluate the processes involved in planning and carrying out assessments.

The following table details specific actions, processes and procedures which are monitored via the QA policy:

Resources	<ul style="list-style-type: none"> • Appropriate staffing levels • Up to date register of assessors • Secure record keeping • Documented policies for Equal Opportunities, Health and Safety, Inclusivity and Data Protection • Documented induction for all staff
Learner Records	<ul style="list-style-type: none"> • Accurate data collection • Privacy and Data Protection statements on enrolment forms • Data Protection policy in place • Secure storage of learner data
Assessment Activity	<ul style="list-style-type: none"> • Sampling of assessment documents • Observations of assessments • Moderation meetings • Assessment regulations in place • Secure storage of assessment documents and tests • Up to date records kept of all monitoring and standardisation activity • Malpractice policy
Achievements	<ul style="list-style-type: none"> • Accurate records • Secure storage • Timely issue of results and certificates

Learner Contact	<ul style="list-style-type: none">• Marking and Results policy• Complaints policy• Appeals policy• Data Protection and Document Retention policies• Malpractice policy• Enquiries policy• Feedback form
Employer Contact	<ul style="list-style-type: none">• Complaints policy• Appeals Policy• Data Protection and Document Retention policy• Malpractice policy• Enquiries policy• Feedback form
Audit and Governance	<ul style="list-style-type: none">• Annual internal audit and policy review• Document Control policy• External audit via the SIP quality system• Validity based auditing• SIP overall governance and audit responsibility

SIAS have in place processes necessary to provide end assessment and these are monitored to ensure that the systems are fit for purpose.

All assessors/assurers must be competent to perform their role as described in the Assessment Plan and SIAS will provide an induction and regular reviews to support this. Assessors and assurers must know and comply with SIAS requirements for recording assessments and maintaining records; they must also be familiar with SIAS policies and procedures. Assessors/assurers must maintain their CPD and provide evidence of this to SIAS as per the Assessor Register Policy.

SIAS will perform regular monitoring visits to observe end assessments being carried out and will moderate assessment decisions. Assessors/assurers will attend moderation meetings to ensure standardisation of assessments; SIAS will arrange these meetings and ensure appropriate records are kept.

The SIP quality system provides independent scrutiny and challenge of SIAS.

SIAS is a SIP Approved Assessment Organisation.

The integrity and validity of the end assessment are of primary concern and all staff and associates of SIAS are responsible for implementation of the Quality Assurance Policy.