



ACL Internal Quality Assurance Policy 2025 - 2026



Title	ACL Internal Quality Assurance Policy
Responsible Group	Curriculum and Quality Improvement Group
Author	Quality Assurance Manager
Intended Audience	All staff
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Version	V1
Last Review and Approval	Full rewrite September 2025
Approved By	ACL SLT
Next Review	September 2026
Original Date of Acceptance	September 2025
Changes Made	
Stored Location	Master Copy on ACL Teams/ACL Essex/Line Managers ACL Website (service users) ACL Staff Portal (staff)

Changes Made and Date	.

Our Vision

Giving Essex residents the opportunity to be the best they can be and achieve their goals.

Our Mission

To provide a high-quality learning offer that makes a positive difference to the lives of residents and businesses of Essex.

Our Values



Inclusion:

Treating each other with respect and kindness and embracing the diversity of our communities.



Respect:

Being kind to each other, acting with integrity and being considerate of each other's feelings.



Inspiring:

A sense of purpose and responsibility, to create positive change.



Ambitious:

Helping colleagues and learners to realise their potential and overcome barriers to reach their goals.



Sustainable:

Making green choices so that we leave a smaller impact on our environment now, and don't compromise future generations.



Collaborative:

Pulling together as a team so everyone can learn and succeed.

ACL Essex – Internal Quality Assurance Handbook

For Assessed Qualifications (2025 – 2026)

Supporting quality of assessment where no final exam is required.

For qualifications in scope see Qualifications In Scope - [2025-26 Qualifications and Awarding Organisations.xlsx](#)

- Current qualifications
 - The most up-to-date register of regulated qualifications by Awarding Organisation (AO). This will include relevant qualifications for Skills Bootcamps, Apprenticeships, Functional Skills, Diplomas, Certificates, Awards.
- Legacy qualifications
 - The qualifications still being delivered to existing learners but no longer open for new registrations.

1. Purpose

Ensure assessment processes maintain the credibility of ACL Essex qualifications and meet AO standards.

2. Key IQA Responsibilities

- Uphold quality and integrity of teaching, learning and assessment.
- Monitor assessor practice, ensure consistency of assessment decisions.
- Identify and manage risk; track trends.
- Support assessors' professional development (CPD).
- Ensure compliance with ACL Essex policies and awarding-body requirements.

3. Staffing & Competence

- ACL will allocate assessment to both Internal Quality Assurers (IQAs) and coaches/assessors depending on the requirements of the AO.
- ACL will require IQAs to keep their vocational competence up to date and continuous professional development (CPD) relevant and current.
- Unqualified IQAs and coaches/assessors require countersignature of all decisions where required.

4. Assessor Management

- Curriculum Leads recruit and induct IQAs and coaches/assessors and advise appropriate leaders to notify awarding bodies of new staff.
- Leaders will ensure there is ongoing support via team meetings, standardisation sessions and recorded CPD.
- Leaders should ensure a list of current IQAs and coaches/assessors is maintained and up to date.

5. Sampling Strategy

Leaders must ensure this strategy covers timeframes, risk and all assessment methods/sites. For example it should:

- Ensure IQAs and coaches/assessors have a sampling plan in place to meet the requirements of the AO
- Follows ACL's Quality Assurance of Teaching, Training and Learning policy and processes
- **Observation** of assessors/coaches at least annually.
- **Learner/Witness discussions** to confirm fair, inclusive assessment.
- **Portfolio sampling** (paper or e-portfolio) for validity, authenticity, currency, sufficiency.
- Interim and summative checks completed within two weeks of final unit assessment.
- Feedback to assessors must be factual, constructive and action-focused (SMART).

6. Standardisation activities and CPD

At least one meeting per term to review evidence, compare decisions, share best practice and record outcomes.

7. Managing Quality

- External Quality Assurers' (EQA) actions shared at Curriculum Quality Improvement Group; follow ACL Quality Handbook.
- Leaders allocate candidates to IQAs/assessors/coaches, considering location, workload and resources as appropriate.
- Frequency of quality assurance should be agreed depending on course duration and risk analysis.

8. Awarding Organisation Liaison

Quality Assurance Manager notifies AOs of staff or centre changes.

- Leaders ensure that Exams Team register learners in a timely manner in accordance with AO's requirements.
- No assessment should take place before registration.
- IQA authenticates all certification claims; keep records for three years or in accordance with AO requirements.
- In order to ensure good financial management, leaders should ensure staff comply with AO's requirements and ACL's processes to ensure claims are made in a timely way.

9. Data & Policies

- Follow GDPR and ACL Data Protection Policy.
- Ensure Diversity & Equality policies are observed in all assessments.
- Inform learners of the Appeals Procedure at induction and when informing them of assessment decisions. (See Staff Portal/website for Appeals procedure)