



2. Standardisation

Standardisation is maintained by staff 121's, once-a-month delivery meetings, and quarterly meetings with the IQA and functional skills tutor. Themes are addressed as well as any issues that may arise.

3. Continued Professional Development

Staff only deliver and coach Business Analyst Level 4 – all staff keep up to date with CPD with the BCS

4. Internal Processes

We do not have an awarding body – you will be our first.

5. Monitoring/Sampling

Our IQA will be sampling 100% of our learners as we only have 6 learners requiring Functional Skills atm.

6. IQA Roles & Responsibilities

The IQA should:

- Ensure the delivery and assessment are in line with the qualification requirements.
- Ensure all assessment paperwork is completed accurately.
- Ensure all tutors/assessors are sampled over time.
- Support and offer development for tutors/assessors; and
- Provide an audit trail of internal quality assurance.

Metadata Ltd's internal procedures are reviewed regularly and are communicated to all appropriate areas of the business via meetings and email. Though the **Director** has ultimate responsibility for quality assurance, all staff have a responsibility within their own areas of work in helping to ensure that quality is embedded throughout the training department of **Metadata Ltd.**

Signed/Position: Sue Harland
Sue Harland (Sep 18, 2023 14:43 GMT+1)

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