



PRO PERFORMANCE TRAINING LTD **QUALITY ASSURANCE POLICY**

Pro Performance Training LTD operates robust quality control of the assessment and verification process within its courses. Within Pro Performance Training LTD remit, there are three strands to consider:

- (i) assessors internal verifiers hold appropriate qualifications which will ensure a minimum level of understanding of the essential elements of a 'gold standard' assessment and verification system;
- (ii) monitoring the internal verification process) within the courses to ensure the system is implemented, robust and fit for purpose.
- (iii) quality control of the IV process. Pro Performance Training LTD has arrangements to monitor IV performance
 - (a) standardisation IVs and assessors share case studies to ensure standard practices;
 - (b) performance review by senior faculty members to ensure consistency of practice (annually);
 - (c) monthly meetings to update on qualifications, procedures and regulatory changes including additions to the tutor workforce or faculty.
 - (d) rotation – normal practice is to rotate tutors across course programmes,



7.0 Quality Assurance Policy

in order to maintain impartiality. There may be exceptions but these will be considered on an individual basis and any decision taken will recognise and support the circumstances for the course and Pro Performance Training LTD

- (e) retention of records – Pro Performance Training LTD maintain copies of IV reports and action plans together with any other relevant course documentation;
 - (f) Senior faculty members are available to courses to give advice and guidance. Each has direct access, as have courses, to the Director of Education and the Senior Faculty Members.
 - (g) Any conflict of interest must be declared by any employee of Pro Performance Training Ltd on registration of learners. If a conflict of interest exists then the Director of Education will ensure that the teaching or examination where this conflict exists does not go ahead.
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