



## Quality Assurance Policy

- ▶ Learnkey Training Institute is committed to Quality Assurance and believes it is an integral part of the centre process.
- ▶ The focus of the centre is on candidates with the provision of relevant and flexible quality training programs and assessment to suit their needs and lifestyles.
- ▶ The provision is regularly monitored and reviewed.
- ▶ An Internal Verification process is in place to ensure that consistent testing and assessment standards are maintained by cross-marking.
- ▶ All cases of borderline achievement are internally verified.
- ▶ At least 10% of other assessments are checked across all marked and modules.
- ▶ Where a new marker is testing, all work is double marked until the Test Centre Manager is satisfied with the standard.
- ▶ Internal Verification is recorded on candidate work and records are on central recording systems.
- ▶ Information from the awaiting body is disseminated to all members of staff involved in testing.
- ▶ Learnkey policy for equal opportunities is followed and monitored

Signed \_\_\_\_\_

Director