

**Internal Quality Assurance Policy**

•  To ensure that internal quality assurance is valid, reliable and covers all assessors and qualification or programme activity.

•  To ensure that the internal quality assurance procedure is open, fair and free from bias.

•  To ensure that there is an accurate recording of internal quality assurance decisions.

In order to do this, Gofitness academy will:

•  ensure centre staff meet the requirements for the internal quality assurance process

•  ensure roles are defined, maintained and supported

•  ensure internal quality assurance is promoted as a developmental process

•  ensure that an appropriately structured sample of assessor work from all

•  ensure that an annual internal quality assurance schedule is planned, followed and reviewed, linked to assessment plans.

•  ensure that identified staff maintain secure records of all internal quality assurance activity.

•  provide consistent and standardised internal quality assurance documentation

•  use the outcome of internal quality assurance standardisation to enhance future assessment practice.