QA & Standardisation Strategy

Document Authorisation	*Job Role*
Document Owner	Curriculum Quality Manager
Authorised By	AppCo

1. Purpose

Quality assurance is fundamental to all qualifications offered by Decoded. Quality assurance is embedded in all of our processes, products and services. It guarantees the integrity and value of our qualifications and/or assessments throughout their life cycle. We ensure that quality is embedded in the design and delivery of our qualifications and programmes by means of regular standardisation and the mediation of assessment and IQA decisions.

There are tangible benefits for all from this approach as it means:

- Improved quality assurance of qualifications
- Improved learner experience
- Raised learner achievement rates
- Increased learner retention rates
- More cost-effective programmes
- Regulatory requirements are met
- Support for other planning and monitoring processes such as self-assessment

2. Scope

This Quality Assurance Strategy ensures that quality assurance measures are built into all processes that affect the 'learner journey'. We understand the importance of standardising verification activities and decisions to ensure consistency and productivity. This includes areas such as:

- The induction process
- Initial assessment
- Lesson plans and curriculum content
- Quality of supporting resources, tools and projects
- Teaching and delivery (to include facilitation of group learning)
- Assessment processes

- Facilitating learning
- Reviews of progress
- Learner achievement
- Progression planning

Our clearly defined Quality Strategy will help ensure quality in all aspects of delivery and assessment.

The Role of the IQA:

The Internal Quality Assurer (IQA) is one of the key drivers of quality assurance in qualifications. The role, in terms of managing assessment, is key in ensuring the validity and reliability of qualifications. Therefore, internal quality assurance is a key factor in managing 'risk' within Decoded, ensuring that when certificates are claimed for learners, the requirements of the national standards have been reliably met.

Decoded develops a sampling strategy and plan which must be implemented by all those undertaking the internal quality assurance role.

The internal quality assurance system contains documented evidence of:

- A set of written internal quality assurance procedures
- Sample planning and schedules
- Effective communication
- Initial Day 42 sampling
- Early sampling
- Final sampling
- Monitoring of facilitator practice (including observation through OTLAs)
- Internal standardisation activities

There are four main aspects to the Internal Quality Assurer (IQA) role:

- Plan, operate and evaluate internal assessment and quality assurance systems
- Support and develop teachers and learner success coaches
- Monitor and improve the quality of assessment practice
- Apply policies, procedures and legislation to meet external/regulatory requirements

Standardisation Content:

The IQA is responsible for planning standardisation schedules supported by the Head of Quality & Head of Learner Success.

Planning will include:

- Regular development sessions, with a clearly defined agenda
- Development of delivery team and individuals CPD
- Experience and confidence of teachers and learner success coaches

- Communication to the wider team on changes to qualifications and sector updates
- Support with known problem areas, units and learning outcomes

The Head of Quality will work in partnership with the Curriculum and Quality team to ensure all aspects of IQA & standardisation are consistently delivered.

Associated Documents:

- IQA Sampling Process 2026
- Decoded Quality Strategy
- OTLA Process

Document Control

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