

Approved Training Centre IQA Agreement



Safety Training Awards (STA) is the Awarding Organisation of the Swimming Teachers Association (STA) which is a membership organisation and a registered charity.

Safety Training Awards Qualifications are regulated by Ofqual (England), Qualifications Wales (Wales) and accredited by SQA Accreditation (Scotland). To view the full range of qualifications please refer to Safety Training Awards Qualification Specifications on our website (www.safetytrainingawards.co.uk).

At Safety Training Awards, we aim to promote high standards and gain learner and public confidence in the qualifications offered, this is achieved through delivering STA courses to the highest standards and adhering to STA requirements and the mandatory quality assurance procedures, providing consistency and ensuring our qualification results can be relied upon.

Conditions

At STA, we aim to support our Approved Training Centres (ATC) to ensure the highest standards are achieved. Therefore, this agreement has been prepared for STA Internal Quality Assurers (IQA) to outline the expectations when fulfilling this role. STA expects all IQA's to agree and commit to the following statements:

Approval Criteria		Tick to agree
1	Maintain own competency and currency through keeping qualifications up to date (as detailed in the qualification specification and assessment strategy) participating in appropriate professional development and standardisation activities	
2	Plan and execute internal quality assurance activities in line with STA requirements, qualification specification, and applicable Sector Skills Council and Industry Body requirements	
3	Develop IQA strategies and IQA sampling plans which use appropriate methods to monitor the quality of assessment, in line with STA requirements	
4	Ensure an effective system of recording learner achievement is in place and the delivery and assessment processes are implemented by the Tutors and Assessors in line with STA requirements and procedures	
5	Keep accurate, authenticated, and up-to-date records of planned and completed internal quality assurance activities in line with STA requirements, GDPR and Data Protection 2018 legislation	

6	Provide standardisation activities for Tutors, Assessors and centre markers to ensure consistency in the assessment process, ensure that any appropriate corrective action is taken where necessary. Advise and standardise Tutors and Assessors on the appropriateness of assessment evidence with regard to level, validity, authenticity, reliability, consistency and sufficiency	
7	Sample assessments to assure Assessors' judgements, ensuring that they are impartial, consistent, fair, and reliable	
8	Sample assessments marked by the centre to ensure learner results are valid prior to certification	
9	Share good assessment practice between all Tutors, Assessors, and Centre Markers	
10	Observe Tutors and Assessors carrying out assessment activities with learners and providing feedback	
11	Observe the marking of assessment to ensure STA standards are consistently achieved and learner results are valid	
12	Conduct learner interviews during the course delivery or remotely after a course has concluded	
13	Ensure resources are available so assessments can be performed accurately and appropriately in accordance with STA requirements	
14	Check Tutors, Assessors and Centre Markers have the appropriate qualification, competence and are up to date in line with the qualification specification and appropriate assessment strategies	
15	Liaise with the Centre Co-ordinator to provide samples for external quality assurance monitoring, as required by STA	
16	Provide the Centre Co-ordinator, Tutor, Assessor, Centre Markers and STA with feedback as appropriate	
17	Provide support, guidance, and action plans to Assessors in light of quality assurance activities	
18	Report any concerns relating to Tutor, Assessor, Centre Markers or Centre Co-ordinator performance or conduct and any concerns of malpractice or maladministration to STA immediately in line with Safety Training Awards Malpractice and Maladministration policy	
19	Take part in the formal stages of any appeal when required	
20	Undertake any remedial action as required by STA as a result of EQA activities within the timeframe dictated.	

Please refer to the Safety Training Awards website for further supporting information that may be useful to you.

Safety Training Awards Policies

To support Safety Training Awards Approved Training Centres (ATC), you may find the following policies useful:

- Equality and Diversity Policy
- Complaints Policy
- Enquiries and Appeal Policy
- Reasonable Adjustments and Special Considerations Policy
- Conflicts of Interest Policy
- Malpractice and Maladministration Policy
- Whistleblowing Policy
- Sanctions Policy.

All the above policies are available to download from the website or you can request a copy by contacting us.

Confidentiality

Safety Training Awards hold IQA contact details on our website to allow ATCs, Tutors, Assessors, STA members and learners to use the 'Search an IQA' function for internal quality assurance activities to be carried out on STA regulated / accredited qualifications.

Please inform us if you do not wish for us to add your details to the website and we will ensure we do not disclose this information.

Breach of Agreement and Sanctions

Safety Training Awards is dedicated to maintaining the highest standards of delivery, assessment and quality assurance for all regulated / accredited qualifications. We require our ATCs and IQAs to maintain these standards. If a cause for concern or breach of agreement is highlighted, STA IQA status may be in jeopardy.

Where evidence suggests STA IQAs impose a risk / significant risk to the assessment process, learner journey and the validity of STA regulated qualifications, the Head of Compliance and Assurance will submit a report and supporting evidence to the Safety Training Awards Governing Body. At this stage the Governing Body will review the evidence and confirm if STA IQA status may continue or if the status is to be revoked with immediate effect or following a suitable notice period as noted in the Safety Training Awards Sanctions Policy.

Please note: In cases where the STA IQA status has been revoked by the Governing Body due to a confirmed case of non-compliance, if the STA IQA submits an application to open a new ATC, Safety Training Awards reserve the right to refuse the application.

Please refer to the policies on the website for more information, or you can request copies by contacting us.

STA Internal Quality Assurer (IQA) Final Declaration

I have read the above and agree to adhere to all the conditions set out by Safety Training Awards	Yes		No	
I agree to abide by all Safety Training Awards policies and procedures	Yes		No	
I agree for STA to hold my contract details on the 'Search for an IQA' function on the STA website	Yes		No	

Full Name	
STA Membership Number:	
Telephone Number:	
Email Address:	
Signature:	
Date of Agreement:	

Please confirm which ATC you have agreed to operate for as an IQA:	
ATC Name:	
ATC Centre Co-ordinator Name:	
ATC Reference Number (if known):	