

Educ8tions Ltd.



IQA - Assessor Allocation Policy
(IQAAAP)
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Document Control

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Change History

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0.1	01 st August 2016	First draft	Vonley Joseph
0.2	02 nd April 2018	Updated	Vonley Joseph

Change Mechanism

Any person seeking to alter this document must consult the author before making any change.

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The person making the alteration must indicate every change between the previous (approved) document version and the altered document version.

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Educ8tions Limited

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It is the policy of Educ8tions Ltd that assessor's will be allocated and nominated Internal Quality Assurer upon appointment for each award they assess within.

Assessors may have one IQA for all of their awards or they may have different IQA's depending upon the award(s) they are working within.

If there is more than one Internal Quality Assurers involved within an assessor's role the QAC will decide which nominated IQA will carry out supervision with the assessor.

The IQA's will indicate to the supervising IQA any positive feedback to be given to the assessor and any issues or concerns they would like discussed.

The supervising IQA will then feedback to the assessor any points raised by any IQA and record on the supervision document the discussion held and any action points raised from this discussion.

The supervising IQA will then feedback to the other IQA's involved any points raised within their area and any action points noted.