IQA PLAN

Internal Quality Assurance (IQA) Strategy and Sampling Plan

Training School: Skin Aesthetics and Academy
Review Date: 13/6/27

This sampling plan is aligned with ProQual Qualification Standards.

1. Purpose of the IQA Strategy

This IQA strategy outlines our approach to ensuring that all assessments carried out within our academy meet the ProQual awarding body's quality assurance requirements. Our aim is to ensure that:

- Learner assessment is valid, authentic, sufficient, current, and reliable.
- Assessment and internal verification are conducted in line with ProQual's assessment and verification policies.
- Assessment practices are consistent across all assessors and qualifications.
- Centre staff are supported, standardised, and continuously developed.
- The quality of delivery and learner outcomes meets or exceeds regulatory expectations.

2. IQA Roles and Responsibilities

Lead IQA:
- Develop and maintain the IQA strategy and sampling plan in line with ProQual's Centre Handbook.
- Oversee all IQA activity and standardisation across the academy.
- Liaise with ProQual's External Quality Assurer (EQA) and ensure full compliance.

Internal Quality Assurers (IQAs):
- Carry out planned and risk-based sampling of assessments and portfolios.
- Monitor assessment decisions for consistency and accuracy.
- Provide feedback and guidance to assessors.
- Maintain IQA records, reports, and tracking documentation.

Assessors:
- Conduct assessments in line with ProQual assessment methods and evidence requirements.
- Use valid and current assessment instruments approved by the centre and awarding body.
- Engage fully with the internal quality assurance process and respond to IQA feedback.

3. Sampling Strategy

Sampling is conducted using a risk-based approach, ensuring ProQual's requirements are met and that all learners are assessed fairly. Our sampling considers:

- Assessor experience and risk level
- Qualification type and complexity
- Assessment methods used
- Learner level and diversity
- Feedback from ProQual or previous EQAs

Types of Sampling Used:

- Vertical Sampling: Full qualification sampled from a specific learner.
- Horizontal Sampling: Same unit sampled across different learners.
- Thematic Sampling: Specific methods (e.g., observations, oral questions).

4. Sampling Plan Overview

Assessor Risk Level	Minimum Sampling
New assessors	100% of learners and units
Experienced assessors	Minimum 25–50% of units and learners
High-risk qualifications	Increased frequency and volume
Low-risk qualifications	Maintained at minimum ProQual level

Assessment Methods to Sample:

- Observations
- Professional discussions
- Product evidence
- Learner statements
- Witness testimonies
- Questioning

5. Sampling Timeline

Activity	Timeline	Responsibility
Initial Sampling	Within first 4–6 weeks	IQA
Interim Sampling	At mid-point of delivery	IQA
Final Sampling	Prior to certification claims	Lead IQA
Standardisation Meetings	At least once per term	Lead IQA
Assessor Observations	Minimum once per term	IQA

6. Documentation and Records

All IQA activities will be documented in accordance with ProQual's requirements and include:

- IQA feedback forms
- IQA sampling records
- Assessor observation reports
- Standardisation meeting minutes
- Action plans and follow-ups

These will be retained securely and made available for EQA visits.

7. Standardisation and CPD

We will conduct regular standardisation sessions to ensure consistent interpretation of ProQual standards. All assessors and IQAs will participate in:

- Reviewing learner work against criteria
- Sharing best practice and updates
- Updating knowledge of ProQual requirements
- Recording and evidencing annual CPD

8. Review and Evaluation

This strategy will be reviewed annually by the Lead IQA and updated in response to:

- Feedback from ProQual EQAs
- Staff changes or CPD needs
- Introduction of new qualifications
- Internal audit findings

Any revisions will be documented and distributed to all relevant staff.