

## Internal Quality Assurance Policy

### Purpose:

The policy commits SCL International College to maintain and improve the quality of its teaching and learning provision through the processes of continuous improvement and quality assurance.

### Location of the Policy:

This policy is accessible to staff, students, and third-party associates.

### Communication of the Policy:

All staff involved in the management, delivery, assessment, and quality assurance of our recognised qualifications, as well as students enrolled in them, should be familiar with the contents of this policy.

### Aims of Policy

- To improve levels of student achievement at SCL International College.
- To improve levels of student retention at SCL International College.
- To improve levels of attendance amongst full-time students at SCL International College.
- To add value to the educational lives of students in a variety of ways.

The policy supports the Institution by:

- Ensuring the quality of teaching and learning.
- Meeting learners' needs.
- Meeting Immigration Department guidelines.
- Meeting Awarding Body requirements (where applicable).
- Identifying strategies for improvement.
- Ensuring quality assurance.
- Making best use of the talents & energies of the college's staff.

This policy also supports SCL International College's commitment to encouraging student engagement in all aspects of College life:

- Providing the opportunity for learners to give feedback to the Institution.
- Dealing promptly with any complaints that learners may have.

SCL International College is committed to improving the quality of its provision as articulated in the development plan by:

- Enduring high standards of professional performance.

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- Implementing rigorous self-assessment process.
- Embedding effective policies and procedures.
- Measuring and analysing performance against benchmarks.
- Ensuring all staff employed by the Institution are aware of their joint responsibility in improving the quality of provision.

The quality process involves a cycle of activities of which Self-Assessment and Course Review are major parts. The major elements are:

- Identifying priorities at different levels of the Institution, informed by the Development plan.
- Establishing performance indicators/targets against which provision is judged.
- Collecting data in order to measure performance.
- Analysing performance against benchmarks and performance indicators.
- Implementing and monitoring improvement plans.
- Issuing reports on quality issues for the senior management team.

This cyclical process occurs at the Institution, departmental, and course/team level throughout the Institution.

### Statement of Principles:

SCL International College ensures that all assessment and internal quality assurance activities are in line with the qualification specifications and the standards set by our awarding body. We ensure evidence is Valid, Authentic, Current, Sufficient, and Reliable (VACSR).

We will create a detailed sampling plan for our internal quality assurance activities and monitor it regularly. Quarterly meetings (or as dictated by the qualification) among assessors will discuss best practices and areas for improvement. Records of these discussions will be kept, and subsequent actions monitored.

Regular standardisation and team meetings involving assessors, tutors, and the IQA will be organised. Outcomes from these sessions will inform annual reviews, pinpoint training needs, and share updates on qualifications or awarding bodies.

Standardisation Meeting Agenda (Example):

- Review actions from previous standardisation meetings
- Discuss resources, health & safety, and other relevant topics
- Evaluate student progression and achievements
- Standardise using samples of student work
- Spotlight good practices among assessors

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- Identify areas for improvement
- Discuss internal and external quality assurance reports
- Share updates on awarding body and qualification changes

## Sampling Strategy:

To ensure the quality of assessments, various sampling methods will be utilised:

1. Interim Sampling: Looks at various stages of assessment to ensure students are being assessed adequately. This could involve observing assessors and interviewing students.
2. Summative Sampling: The IQA reviews the decisions made by the assessor, ensuring a clear process has been followed and that evidence complies with VACSR.

All sampling will be meticulously recorded by the IQA. A selected sample of 10-20% (based on course requirements) of student evidence and assessor feedback will be internally verified. Reports will be produced for each sampling, adhering to the 'CAMERA' principle:

- Candidates
- Assessors
- Methods of assessment
- Types of evidence
- Records
- Assessment locations

A detailed plan for all sampling will be maintained, noting:

- Student names
- IQA & Assessor names
- Qualification levels
- Planned and actual sampling dates
- Updated interim/summative sampling details, including unit number and assessment type

SCL International College is committed to monitoring the quality of the courses and qualifications offered. We will review the quality of delivery, assessment decisions, and highlight areas for improvement. All assessment and sampling strategies will align with the awarding body's requirements. Comprehensive, up-to-date records of all activities will be kept and provided to the awarding body upon request.

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## External Quality Assurance:

SCL International College is committed to meeting and exceeding national and international standards of quality assurance. The institution undergoes external reviews and evaluations by various accrediting bodies including British Council and ISI to evaluate its effectiveness in delivering its programs and services.

## Review of the Policy:

SCL International College will review this policy annually and make revisions as necessary. This review will consider feedback from students, clients, staff, and other stakeholders, changes in practices or legislation, and guidelines from awarding bodies. This ensures our practices remain in line with regulatory standards, making judgements that are consistent and fair.

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