

THE ORCHARD
 **PROJECT**

**Internal Quality Assurance
Policy**

About us

The Orchard Project is a small but national charity, established in 2009, dedicated to creating a skilled community of orchardists to plant, care for and harvest fruit trees, connecting urban communities and increasing access to fruit. We work with people from all walks of life, with a specific focus on people living in poorer, inner city areas. We have already made a big impact in London and are being seen as the urban orchard experts. Each year we are engaging approximately 5,000 people in orchard related activities. In 2017 we started offering accredited training in partnership with Crossfields Institute.

Internal Quality Assurance Policy Aim

- To ensure that internal quality assurance is valid, reliable and covers all assessors and programme/qualification activity.
- To ensure that the internal quality assurance procedure is **open, fair and free from bias**.
- To ensure that there is an accurate recording of internal quality assurance decisions.

In order to do this, The Orchard Project will:

- ensure our staff are briefed and trained in the requirements for the internal quality assurance process;
- ensure effective internal quality assurer (IQA) roles are defined, maintained and supported;
- ensure our methods are verified as fit for purpose;
- ensure that an appropriately structured sample of assessor work from our qualifications is sampled and compared to work from other centres, to ensure conformity of standards;
- provide standardised IQA documentation;
- ensure that an annual IQA schedule is planned, followed and reviewed, linked to assessment plans;
- ensure that identified staff maintain secure records of all IQA activity; and
- use the outcome of IQA to enhance future assessment practice.

Review Arrangements

The Orchard Project will review the policy and associated procedures bi-annually as part of our self-assessment arrangements. It will be revised as necessary in response to feedback from our learners, affiliates and regulators.

Policy Last Reviewed: August 2021

Next revision date: August 2023

Reviewed by: Education Skills and Training Manager, Jo Homan