

# **Quality Assurance Policy (V2)**

## **RACH Training Ltd. t/a Healthy Horse Training Courses**

**Reviewed 01/01/2025**

### **1. Scope**

RACH Training Ltd. t/a Healthy Horse Training Courses we recognise the importance of making sure that each learner receives a consistently high quality of training from each and every tutor and at each venue where they are trained and assessed (if applicable).

To ensure a consistently high standard of training and assessment across the range of training offered, we will ensure that we will adhere to the specified criteria in the PD:Approval Code of Conduct and Practice for Endorsed providers and approval criteria and/or our Awarding Organisation and/or Accreditation body

### **2. Responsibilities**

The overall responsibility for Quality Assurance is Rachael Secci overseen by the Managing director of RACH Training Ltd. t/a Healthy Horse Training Courses.

### **3. Planning and Procedure**

Our Internal Quality Assurance Plan and Procedure will include the following tasks to ensure consistency.

#### **Quality Assurance Plan**

1. Identify a suitably trained Quality Assurance professional who is responsible for verifying the quality and standards of our training programmes.
2. Produce an IV Sampling Plan that ensures:

Training and assessments are observed and monitored against the SkillsActive quality standards and/or our Awarding Organisation and/or Accreditation body

- by an experienced and qualified Trainer/Quality Verifier to ensure that there is a consistent level of quality across all training and assessments.
  - Assessors are sufficiently trained and qualified to make valid and reliable assessment decisions.
  - Adequate support and training for inexperienced trainers/assessors.
  - Experienced tutors/assessors to support less experienced tutors/assessors.
3. Verify Assessment Decisions & Assessor Performance (if applicable) and provide written feedback to trainers and assessors in relation to:
    - The extent to which the training and assessment meets PD:Approval quality standards and/or our Awarding Organisation and/or Accreditation body
    - in relation to validity, reliability, sufficiency and authenticity.
    - Assessment planning, assessing performance and other evidence, making judgements, giving feedback and recording decisions.
    - Their competence and development needs.
  4. Conduct regular meetings with Training and Assessment team to:
    - Discuss and agree actions towards standardisation and retain minutes of meetings.

- Review training programme and assessment practice to identify action plans for development.
  - Discuss and agree on staff development needs and action plans for implementation.
5. Ensure that all existing and newly recruited tutors/assessors are technically and occupationally competent.

#### **Tutor and Assessor Evidence**

- Observation of teaching, assessment performance and assessment decisions.
- Curriculum Vitae retained for all newly appointed trainers.
- Evidence of relevant and current qualifications or certificates in the area they are delivering.
- Evidence of current and relevant Teaching and Assessing qualifications (for some categories only).
- Evidence of appropriate registered membership.