

INTERNAL QUALITY ASSURANCE (IQA) POLICY

1. POLICY STATEMENT

UE Academy is committed to a rigorous system of internal monitoring and evaluation. It is the policy of this Academy to implement a robust **Internal Quality Assurance (IQA)** framework that ensures all assessments are consistent, fair, and meet the high standards required by international awarding bodies. We aim to protect the integrity of our certifications and ensure that every learner is assessed to the same high standard, regardless of their location or assessor.

2. SCORE & OBJECTIVES

The IQA process at BUEA Academy focuses on:

- **Standardization:** Ensuring all assessors interpret and apply assessment criteria in the same way.
- **Accuracy:** Verifying that assessment decisions are supported by valid and authentic learner evidence.
- **Staff Support:** Providing continuous feedback and mentorship to our training and assessment team.
- **Risk Management:** Identifying and rectifying any inconsistencies before final results are submitted to awarding bodies.

3. THE IQA STRATEGY (SAMPLING)

BUEA Academy employs a "Risk-Based Sampling" strategy. The **Internal Quality Assurer (IQA)** will sample a minimum of **10% of all assessed work**, increasing to **100%** for:

- **New Assessors:** During their first two examination cycles.
- **New Qualifications:** When the Academy launches a new course or diploma.
- **Identified Risks:** Where previous inconsistencies or appeals have been noted.

4. PROCEDURAL REQUIREMENTS

To ensure the effectiveness of this policy, the Academy mandates:

1. **IQA Observations:** Every trainer/assessor must be observed "live" at least once every six months.
2. **Standardization Meetings:** Quarterly meetings where all assessors review "blind" samples of work to ensure marking is aligned.

3. **Conflict of Interest:** No IQA shall verify work where they were the original trainer or assessor for that specific learner.
4. **Action Planning:** If an IQA identifies a "missed" criteria, a formal Action Plan is issued to the assessor, and the work must be re-evaluated.

5. JURISDICTIONAL COMPLIANCE

- **United Kingdom:** Fully compliant with **Ofqual** General Conditions of Recognition and **Awarding Body** (NEBOSH/Highfield) IQA requirements.
- **Kingdom of Saudi Arabia:** Supporting the **Technical and Vocational Training Corporation** (TVTC) quality standards and **Vision 2030** educational excellence pillars.

6. RECORD KEEPING & AUDIT

All IQA activities, including sampling plans, observation reports, and standardization minutes, are recorded in the **BUEA Quality Master File**. These records are kept for a minimum of **five (5) years** and are available for external audit by awarding bodies at any time.

Chief Executive Officer / Director BUEA Academy

Effective Date: 01 Jan 2026

Review Date: 07 April 2027

Document Ref: BUEA-POL-IQA-001