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**QUALITY ASSURANCE POLICY**

* Learnkey Training Institute is committed to Quality Assurance and believes it is an integral part of the centre process.
* The focus of the centre is on candidates with the provision of relevant and flexible quality training programs and assessment to suit their needs and lifestyles.
* The provision is regularly monitored and reviewed.
* An Internal Verification process is in place to ensure that consistent testing and assessment standards are maintained by cross-marking.
* All cases of borderline achievement are internally verified.
* At least 10% of other assessments are checked across all marked and modules.
* Where a new marker is testing, all work is double marked until the Test Centre Manager is satisfied with the standard.
* Internal Verification is recorded on candidate work and records are on central recording systems.
* Information from the awaiting body is disseminated to all members of staff involved in testing.
* Learnkey policy for equal opportunities is followed and monitored

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director