

## DPTrainingUK Policy Document:

- Internal Quality Assurance Policy
- Policy Number: DPTTrainingUK-P6-IQA-V2
- Policy Date: 25/02/2026
- Review Date: 02/2027

**What This Policy is About:** How we check that our training and assessment standards remain consistent, fair, and in line with awarding organisation requirements.

**Who it Applies to:** All DPTTrainingUK Trainers & Assessors.

**Key Message:** All Trainer/ Assessors are observed and their assessment decisions reviewed at least once per year. We attend at least one standardisation meeting annually.

**If you have Any Questions:** Contact us at [info@DPTrainingUK.com](mailto:info@DPTrainingUK.com) or via [www.DPTrainingUK.com](http://www.DPTrainingUK.com). For urgent enquiries, call +44 (0)7921 769868



## 1. Scope

- 1.1. This Internal Quality Assurance Policy outlines the procedures for all training programmes and business activities overseen by **Different Perspective Training Ltd. (DPTTrainingUK)** specifically regarding:
  - 1.1.1. **Activities:** The delivery of Training and Consultation in First Aid, Mental Health, Outdoor and Off-Site Safety, and Water Safety.
  - 1.1.2. **People:** All DPTTrainingUK staff, trainers, course delegates, and any members of the public or site staff who interact with the training group or equipment.
  - 1.1.3. **Locations:** All training sites, including bespoke client premises and public venues.

## 2. Introduction

- 2.1. Internal Quality Assurance is the process of confirming that the assessment decisions made by all associated with DPTTrainingUK are accurate and consistent and that the evidence for this process is properly produced and maintained. This ensures confidence in the integrity of the Activities, Qualification & Services provided by DPTTrainingUK and its Awarding Organisations.
- 2.2. We internally verify that assessment decisions made by our staff comply with the standards published by the Awarding Organisation.
- 2.3. We also use this process to verify that assessment evidence is collected fairly, consistently, and efficiently, and that administrative procedures are correctly followed.
- 2.4. Evidence of Internal Quality Assurance activities undertaken by DPTTrainingUK will be archived with the Awarding Organisation. These activities will include:
  - 2.4.1. IQA verification
  - 2.4.2. Team teaching
  - 2.4.3. Standardisation activities
  - 2.4.4. Awarding Organisation CPD events
  - 2.4.5. Double assessment
  - 2.4.6. Reviewing aspects of delegates' journey, from initial enquiry to qualification completion and presentation

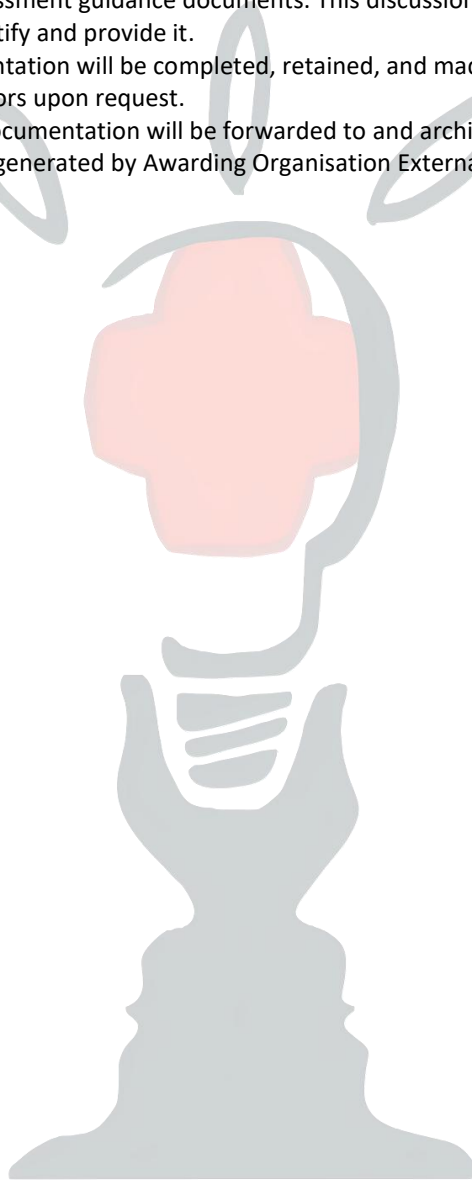
## 3. IQA Practicalities

- 3.1. All our Trainer/ Assessors will hold the qualifications and experience required to deliver their identified qualification. Evidence of this will have been collated during the Staff Induction process & will be archived locally and with the Awarding Organisation.
- 3.2. We regularly review staff training and assessment delivery through the IQA process of Appraisal & Verification. In practice, this means every trainer's delivery will be observed and their assessment records reviewed at least once per year. The outcomes of this IQA process will be recorded with the Awarding Organisation.
- 3.3. We maintain a register of staff who are suitably qualified to undertake Internal Quality Assurance activities.
- 3.4. All our Trainer/ Assessors and Internal Verifiers will attend a minimum of one standardisation meeting per year.
- 3.5. Our Internal Verifiers will hold an Internal Verifier qualification or be suitably experienced in assessing the qualification delivered. DPTTrainingUK Internal Verifiers for first aid are required to have delivered as a Trainer/ Assessor more than 10 courses and be current, having delivered 3+ courses in previous 12 months.

- 3.6. A sample plan for each Trainer/ Assessor and qualification will be produced annually and archived with the Awarding Organisation.

#### 4. IQA Methodology

- 4.1. Assessment methods are described in the qualification specification. DPTrainingUK staff training and internal verification ensures that evidence of appropriate assessment decisions is recorded throughout the training of the qualification.
- 4.2. Our Internal Verifier will review assessment decisions, evidence, and administration activity carried out by the Trainer/ Assessor. The process is designed to identify differences in interpretation and maintain consistency across our Trainers/Assessors. Where decisions align, good - where they differ, constructive discussion is encouraged.
- 4.3. Where assessment decisions differ, the Trainer/ Assessor and Internal Verifier will discuss decisions and interpretation of published assessment guidance documents. This discussion will be recorded. Where further training is required, we will identify and provide it.
- 4.4. All Internal Verification documentation will be completed, retained, and made available to the Awarding Organisation and/ or its Regulators upon request.
- 4.5. All Internal Quality Assurance documentation will be forwarded to and archived with the Awarding Organisation.
- 4.6. We will respond to all guidance generated by Awarding Organisation External Quality Assurance activity.



#### Different Perspective Training Ltd.

**Registered Company Office:** The Old Barn,  
Eddington Hill, Hungerford, Berkshire, RG17 0HA UK

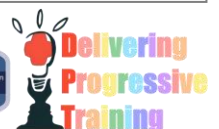
**Website:** [www.DPTrainingUK.com](http://www.DPTrainingUK.com)

**Registered Company #:** 10843621

**Director & Lead Facilitator:** Mr Matthew ILOTT

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**Appendix 1: Internal Verification Record**

<b>Qualification:</b>	<b>Assessor:</b>
<b>IQA Assessor:</b>	<b>Date:</b>

Candidate	Activity Assessed	Assessment Method	Assessor Assessment Decision	IQA of Assessor Assessment Decision

**COMMENTS – to be completed by IV Assessor**

Were assessments completed in accordance with the Awarding Organisation requirements and appropriate to the activities?	Yes	No
Have any discrepancies with assessments been discussed with the assessor?	Yes	No

Comment \_\_\_\_\_

Assessor Signature \_\_\_\_\_ IQA Signature \_\_\_\_\_