



## **CYQ External Quality Assurance Strategy**

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### **1. Rationale**

CYQ is committed to the provision and maintenance of an effective system of external quality assurance for the purpose of moderation.

The CYQ External Quality Assurance Team are responsible for ensuring that all approved centres consistently meet CYQ requirements for unit and qualification delivery and assessment. This includes sampling of the approved team of staff, the integral management systems, internal quality assurance and compliance with the relevant Conditions of Recognition from Ofqual (the Office of Qualifications and Examinations regulation). Further information about the role of CYQ's External Quality Assurers (EQAs) can be found at [www.cyq.org.uk](http://www.cyq.org.uk)

### **2. Strategy**

EQAs are allocated centres according to geographical location, specific industry expertise and experience. Upon allocation, the EQA will contact the centre to ascertain the following:

- The centre has completed and submitted their Annual Registration Form
- They intend to deliver CYQ units/qualifications in the current academic year
- Dates intended for summative assessment

**Continued overleaf**

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Approved centres will receive an annual site visit (one per academic year) where the EQA will carry out the following:

- observe summative practical assessments
- sample completed assessment paperwork for a requested cohort of learners
- meet with and review internal quality assurance staff and systems
- interview learners
- sample all requested systems and evidence related to the delivery and assessment of CYQ units/qualifications
- Develop and agree an action plan with the centre, with agreed dates for completion

When it is not possible to arrange a mutually convenient date for observation of summative assessments, the EQA may visit to observe formative assessment or programme delivery.

There may be occasions where the one visit per academic year does not apply, which may be for the following reasons:

- A centre has requested an extra EQA visit (a fee may apply: see [UK centre approval fees](#))
- A centre is deemed to be High Risk (see below) and requires further intervention and support (a fee may apply)
- CYQ determines an extra EQA visit is necessary due to high volume of programmes, learners and activity
- An overseas centre – requires a biennial visit, with desk-based and/or video sampling in the interim year

### **3. A Risk-based Approach**

All centres, upon completion of an EQA visit, receive an External Quality Assurance Risk Assessment Report. Each section of the report carries a risk rating of Low, Medium or High, and this represents the level of risk to the learner, standards and unit/qualification being delivered and assessed at the centre in terms of its compliance with all the requirements as set by CYQ. A high level of compliance as indicated through the evidence supplied by the centre allows for a Low Risk rating. Where a centre has a generally good level of compliance, but has gaps that have been identified with an appropriate risk control already in place, a Medium Risk rating may be applied. Details of how the High Risk rating is determined can be found at

<http://www.cyq.org.uk/files/sanction-procedure-for-non-compliance.pdf>



#### **4. Approval and Evaluation of new centres**

In liaison with the Approvals and Business Development staff at CYQ, EQAs also carry out initial evaluation visits to centres wishing to apply for approval to deliver CYQ units/qualifications. The same level of compliance and a risk-based approach is used, whilst acknowledging the level of evidence available may vary, and an appropriate action plan is put in place to ensure future compliance.

#### **5. Standardisation and Continuing Professional Development**

All CYQ EQAs undertake standardisation activities, ensuring consistency of approach in terms of sampling, assessment decisions and determining risk. This includes a minimum of three meetings per annum, peer observation, sampling of EQA performance and/or decisions by the Lead EQA and relevant training and development activities.

This approach to ensuring consistency in meeting required standards – particularly in the summative assessment of units/qualifications – is expected to be demonstrated by all CYQ approved centres, and EQAs will seek evidence to support this, particularly looking for a robust approach to internal quality assurance.