Internal Quality Assurance Policy

The Duke of Edinburgh's International Award Malta Foundation

April 2024

Version Control

Version	*Date*	*Author*	*Notes*
1.0	15-Apr-2024	Adrian Farrugia	Final Version

Document Control

Approved on	*Approved by*	*Next Revision*
20-May-2024	The Board of Trustees	2027

Relevant Policies and documentation

- Appendix A - Annual Quality Assurance Review Checklist
- Appendix B - Feedback Collection Guidelines

1. Introduction

The Duke of Edinburgh's International Award Malta Foundation ("The Award") is committed to providing high-quality experiences that empower young people to achieve personal growth and develop valuable skills. This Internal Quality Assurance Policy aims to establish and maintain standards, ensuring consistency and excellence across all activities, levels and participants.

2. Purpose

The purpose of this policy is to:

- Maintain a high standard of quality across all levels and sections of the programme.
- Ensure compliance with national and organisational guidelines.
- Foster a culture of continuous improvement.
- Establish a framework for regular review and monitoring.

3. Scope.

This policy applies to all stakeholders involved in the delivery of the Award, including:

- Programme Coordinators
- Assessors and Supervisors
- Volunteers
- Participants
- Partner Organisations

4. Objectives

4.1 Consistency Ensure consistent application of standards across all levels of the Award.

4.2 Compliance Ensure compliance with national guidelines, safeguarding policies and organisational standards.

4.3 Continuous Improvement Encourage feedback and implement changes to improve participant experiences

4.4 Transparency Maintain open communication with all stakeholders regarding expectations, standards and assessments.

4.5 Inclusivity Ensure the programme is accessible and inclusive to all eligible participants.

5. Roles and Responsibilities

National Office	• Develop and maintain guidelines. • Monitor national compliance and quality standards. • Provide training and support to regional offices.
Award Verifiers	• Ensure implementation of quality standards. • Monitor and support Award Leaders. • Conduct regular audits of local centres.
Award Trainers	• Implement quality assurance practices locally. • Provide training and support to Assessors and Supervisors. • Monitor participant progress and compliance.
Award Assessors & Supervisors	• Ensure fair assessment of participant achievements. • Provide constructive feedback to participants. • Report on participant progress and compliance.
Award Leaders	• Assist participants in planning their activities for each section of the Award (Physical, Skills, Volunteering, and Expedition). • Offer individual support to participants, helping them overcome obstacles and stay motivated throughout the programme. • Ensure compliance with safeguarding policies to provide a safe environment for all participants.
Participants	• Adhere to programme guidelines. • Provide feedback on programme quality and experience.

6. Quality Assurance Processes

6.1 Training and Development

- Conduct regular training sessions for Assessors, Supervisors, and Coordinators.
- Provide accessible learning resources and guides.
- Implement a mentoring system for new staff.

6.2 Assessment and Review

- Establish clear assessment criteria for each section and level of the Award.
- Conduct regular internal reviews of participant assessments.
- Implement a system for participant feedback on assessments.

6.3 Monitoring and Audits

- Conduct annual audits of regional and local delivery centres.
- Review compliance with safeguarding and risk management policies.
- Monitor participant completion rates and achievement levels.

6.4 Feedback and Improvement

- Establish a system for collecting feedback from participants and stakeholders.
- Review feedback regularly and implement necessary changes.
- Develop annual improvement plans based on feedback and audit results.

6.5 Reporting and Communications

- Maintain open communication with all stakeholders.
- Report audit findings and improvement plans to the National Operator.
- Share best practices and successes across the network.

7. Review and Revision

7.1 This Internal Quality Assurance Policy will be reviewed annually by the National Award Operator in consultation with Coordinators, Leaders, Assessors and stakeholders. Amendments will be made as required to ensure continuous improvement and adherence to best practices.

Empower Future Generations to Excel

Your centre is more than a place of learning—it's where young people ignite their passion for adventure and acquire a thirst for knowledge. As a Duke of Edinburgh's Award centre, you uphold the highest standards of safety and incident reporting. This steadfast commitment ensures that young adventurers can explore and grow with peace of mind, secure in the knowledge that their well-being is prioritised, paving the way for their lifelong success

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If you have any questions regarding our policies or require further information, please do not hesitate to contact us. Comprehensive details of our policies can be readily accessed on our website.

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