Annual Quality Assurance Review Checklist

The Duke of Edinburgh's International Award Malta Foundation

April 2024

Version Control

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Document Control

Approved on	*Approved by*	*Next Revision*
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Relevant Policies and documentation

- Internal Quality Assurance Policy

Appendix A
Annual Quality Assurance Review Checklist

INTRODUCTION

This checklist is designed to facilitate the annual quality assurance review of the Duke of Edinburgh's International Award Programme delivery.

Checklist

1. Registration and Compliance

- ☐ All participants are properly registered.
- ☐ Participant data is accurate and up-to-date.
- ☐ Safeguarding policies are in place and followed.
- ☐ Risk assessments for all activities are completed.

2. Training and Development

- ☐ Assessors and Supervisors have received adequate training.
- ☐ raining sessions are conducted regularly.
- ☐ New staff receive mentorship and guidance.

3. Programme Planning and Delivery

- ☐ Participants have completed programme planning for each section.
- ☐ Chosen activities meet the criteria for the specific section and level.
- ☐ Participants receive guidance and support in finding suitable opportunities.

4. Assessment and Review

- ☐ Participant progress is regularly monitored and documented.
- ☐ Completion checks are thorough and accurate.
- ☐ Assessors provide constructive feedback to participants.

5. Feedback and Continuous Improvement

- ☐ Feedback is collected from participants and stakeholders.
- ☐ Improvement plans are implemented based on feedback.
- ☐ Best practices are shared within the network.

6. Reporting and Communication

- ☐ Regular reports are submitted to the National Award Operator.
- ☐ Audit findings and improvement plans are communicated to stakeholders.

7. Inclusivity and Accessibility

- ☐ The programme is accessible to all eligible participants.
- ☐ Support and accommodations are provided for diverse needs.

Reviewed by: Date:

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