

INTERNAL MODERATION POLICY

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Author:	Stacey Bullock (Quality Assurance)		
Approval Route: Central Support Manager			
Approved By:	Date Approved:		
Clare Farquhar	15/03/2023		
Links or overlaps with other documents or policies:			
BfN Assessment Policy			
BfN Training Procedure Handbook			
BfN Internal Moderator Handbook			

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This Internal Moderation Policy outlines how The Breastfeeding Network (BfN) will employ effective Internal Moderation.

BfN will appoint a Lead Quality Assurer as the organisation's Lead Internal Moderator & Quality Assurance Officer (LIMO) who will be required to:

- Attend Internal Moderator training as appropriate (externally)

The current appointed LIMO, Stacey Bullock, is an independently qualified quality assurance subject matter expert.

CPD is completed externally by the LIMO individually in education industries to ensure generic, unbiased monitoring of IM procedures. This is a professional requirement for Chartered Teacher Status.

With the assistance of appointed Internal Moderating Officers (IMO) will:

- Verify the assessment judgements made by each tutor across a range of units
- Checking that the different assessment tasks are comparable and fairly assessed
- Check individual tutor/assessor assessment records
- Provide clear records of all internally moderated assessments for external moderation or quality audit.
- Provide feedback to individual tutors/assessors
- Share good practice in assessment.
- On an annual basis formally review Training Programme in consultation with managers and Tutor Supervisor Co-ordinator (TSC)
- Act on any recommendations provided in the OCN London Quality Engagement report

The LIMO will read all IM Reports & Feedback as shared by IMO assigned to each course run to ensure assessments and moderation support a robust process.

The LIMO reviews and implements sampling plan templates for both level 2 & 3 courses following a sampling strategy and rationale as outlined in the Internal Moderator Handbook which are disseminated to all active IMO.

The LIMO will regularly, inclusive of contract:

- Review trainee course evaluations. Course evaluations from trainees are reviewed by the LIMO and any training development requirements for Tutors and Supervisor are shared with the TSC to support a training needs analysis.
- Sample all programmes: online assessment, tracking in Training Diary, IM reports & feedback
- Arrange standardisation meetings for tutors, supervisors and IMO involved in the delivery and moderation of BfN accredited learning programmes. Standardisation meetings are held quarterly or more frequent where required. IM meetings will be held less frequent on a need basis. IMO will be trained informally on demand from current tutors.