

MenoHealth Quality Assurance Policy

MenoHealth operates a robust internal quality assurance (IQA) system to maintain the consistency and accuracy of assessments from training courses.

The MenoHealth Directors have the responsibility to ensure that all IQA policies are being followed and appropriate evidence is collected throughout the training courses.

Trainers/Assessors will fully brief Learners of the methods of assessment and provide them with prompt, accurate and constructive feedback.

Trainers/Assessors will provide information/evidence of assessment to all Internal or External Quality Assurers to show that Learners have demonstrated competence and knowledge.

Trainers are graded as White (new), Red, Amber or Green depending on their competency level. White and Red Trainers will have IQA on every training course they deliver. Amber Trainers will be reviewed once per 12 months, and Green Trainers once per 24 months.

MenoHealth Quality Assurance ensures that:

- Training, delivering and assessment practice is monitored to ensure this meets national standards;
- Checks are regularly done to ensure consistency of delivery, marking, observation and overall assessment of learner's work/practical demonstrations;
- Valid assessment decisions are reached for all learners and external requirements are fully met;
- All Trainers are supported in their delivery through regular observation and feedback;
- All Trainer are suitably qualified and occupationally competent;
- A clear audit trail is afforded through record keeping and standardisation.

MenoHealth ensures that MenoLeader assessors:

- Will have or be working towards (within 12 months) a Level 3 Assessor qualification or equivalent;
- Will be appropriately qualified and/ or experienced to deliver and assess the relevant training course;
- Will ensure that learners are appropriately briefed against standards before the assessment to clarify understanding
- Will assess competence of knowledge and skills against the set learning outcomes and assessment criteria;
- Will provide constructive feedback to learners along with a prompt assessment decision. Further advice on how to progress and improve practice will be given if necessary;
- Will record assessment decisions and feedback;
- Will communicate regularly with other members of the MenoHealth Training Team;
- Will work closely with the internal verifier and contribute to the quality assurance process;
- Will maintain technical and vocational competencies and carry out CPD activities, including one practical CPD per 12 months in line with the MenoLeader licence agreement.