

## Quality Assurance Policy for BCS

This policy relates to the delivery of all the BCS qualifications at Intech Centre. It is the responsibility of the Centre Manager to update this policy on annual basis or when required. The policy is published on the centre website so that it may be accessed by students.

- Intech Centre is committed to Quality Assurance and believes it is an integral part of the Centre's processes.
- The focus of the Centre is on Learners with the provision of relevant and flexible quality training programmes and assessment to suit their needs and lifestyles.
- The provision is regularly monitored and reviewed by Salih Yilmaz, Centre Manager.
- All of our BCS assessment will be done online so internal verification is not required.
- All new invigilators are required to be observed during their first invigilation and annually thereafter to ensure assessment regulations are being followed.
- Existing invigilators should be observed conducting an assessment at least once a year.
- Information from the awarding body is disseminated to all members of staff involved in assessing.
- The organisation's policy for Equal Opportunities is followed and monitored.