



GREEN PLATE
TRAINING

QUALITY ASSURANCE POLICY



Policy Statement

The purpose of this policy is to outline the Internal Quality Assurance Policy/Strategy for Green Plate Training Limited (GPT) and identifies to the public, customers/learners, staff and our awarding organisation GPT's policies and procedures.

Introduction

GPT has a robust approach towards quality assurance. Our aim is to continuously check, review, and revise our processes and to ensure that we always provide the highest standards in delivery, assessment and quality assurance for our customers.

GPT assesses the level of risk of valid assessments and adjusts its Internal quality assurance strategy to reflect this, for example new or unqualified staff will receive higher levels of scrutiny to ensure that assessment decisions and quality assurance is to the high level of standards that GPT expects.

Overview

Internal Quality Assurance (IQA) forms one part of the Company's quality assurance process and focuses on GPT's responsibilities as a training centre to ensure:

- Appropriate design of programme to meet all qualification specifications, as well as meeting the criteria of the appropriate training standard
- Effective delivery that meets learner expectations
- The accuracy and consistency of assessment decisions between Trainers
- Trainers are consistent in their interpretation of qualification or training standard
- Maintenance of records to provide an audit trail and enable certification and any external verification
- Monitoring, review, and evaluation for continuous improvement

GPT Trainers

Trainers are selected for their relevant occupational experience competence and are selected to train on qualifications that their vocational experience maps to through their CV, qualifications, or experience.

If required, new Trainers will be supported by more experienced and qualified Trainers by providing them with an action plan and countersigning any practical assessments taking place for training qualifications.

Internal Procedures

We have the following procedures in place to support our quality goals and align with our quality system:

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- Regular gathering and monitoring of customer feedback
- A strict corrective and preventative action procedure
- Selection and performance monitoring of the entire supply chain
- Continuous training and development of employees
- Regular quality audits of our internal processes
- Measurable quality objectives which reflect our business aims
- Management reviews of audit results, customer feedback and complaints

Our internal procedures are reviewed regularly and are made available to all employees. Management has ultimate responsibility for quality, but we ensure all employees understand their responsibilities within their own areas of work to help ensure that quality is embedded within the whole company.

All Internal Quality Assurance Policy/Strategy Policies and Procedures will comply with the awarding body requirements where applicable.

Contact Us

If you have any questions or concerns about this Policy, please contact us at:

Green Plate Training
info@greenplatetraining.com
Herne Bay, Kent
01227 915201

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