

## Svítání, z.s.

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# Internal Quality Assurance Policy

**Policy Statement** Svítání, z.s. - Academy of Equine Assisted Services is dedicated to maintaining the highest standards of quality in the design, delivery, and evaluation of its courses. This policy outlines the processes and principles that guide our internal quality assurance (IQA) practices to ensure that our educational programmes meet and exceed expectations.

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## Objectives

1. To ensure that all courses are delivered consistently and to a high standard.
  2. To provide a framework for continuous improvement in course content, delivery, and assessment.
  3. To ensure compliance with relevant accreditation and regulatory requirements.
  4. To foster a culture of accountability, transparency, and collaboration among staff and contracted lecturers.
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## Key Principles

1. **Consistency:** All courses will adhere to the Svítání, z.s. established standards and procedures.
  2. **Transparency:** Quality assurance processes will be clear and accessible to staff, lecturers, and students.
  3. **Student-Centred:** Feedback from students will be actively sought and used to inform improvements.
  4. **Continuous Improvement:** Regular reviews and evaluations will ensure that courses remain relevant and effective.
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## Processes

### 1. Course Design and Development

- All courses will be designed in alignment with the Svítání, z.s.'s mission and learning outcomes.
- Course content will be reviewed regularly to ensure it reflects current best practices and industry standards.
- New courses will undergo a rigorous approval process, including:
  - Review by subject matter experts.
  - Feedback from potential learners or stakeholders.

## **2. Delivery and Assessment**

- Lecturers will receive clear guidelines on course delivery and assessment criteria.
- Collaborative teaching sessions will be conducted to ensure consistency and effectiveness of course delivery.
- Assessment methods will be reviewed to ensure fairness, validity, and reliability.

## **3. Feedback and Evaluation**

- Students will have opportunities to provide feedback on courses, lecturers, and overall experience through:
  - End-of-course evaluations.
  - Mid-course check-ins, where applicable.
- Lecturer feedback and self-evaluation will be encouraged to support professional development.

## **4. Monitoring and Review**

- An annual quality assurance review will evaluate:
  - Course performance and outcomes.
  - Student satisfaction and feedback.
  - Lecturer performance and development needs.
- Action plans will be developed to address identified areas for improvement.

## **5. Record Keeping**

- Documentation related to course design, delivery, assessment, and feedback will be securely stored and reviewed as part of the IQA process.

## Roles and Responsibilities

### 1. Academy Leadership:

- Oversee the implementation of the IQA policy.
- Approve action plans and ensure accountability.

### 2. Lecturers:

- Deliver courses in line with established standards.
- Participate in reviews and evaluations.

### 3. Students:

- Provide constructive feedback to support quality improvement.

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**Monitoring and Review** This policy will be reviewed annually to ensure it remains relevant, effective, and aligned with the Academy's goals and any external requirements.

**Approval and Implementation** This policy has been approved by the leadership of Svítání, z.s. and applies to all courses, staff, and lecturers engaged with the organisation.

*Date: 26 January 2025*

*Created by Věra Lantelme-Faisan and Audrey Darby*

Date Reviewed	Reviewed by	Due for review