

Internal verification strategy

Sampling differs depending on awards/awarding bodies/types of course/assessment methods/assessor/s workload, experience and location. IV/IM will ensure that the verification process is not end loaded; fixed date, flat rate or second assessing is taking place.

Interim sampling where the IV/IM samples the different stages of assessment process rather than just at the end, this ensures any areas that the assessor and/or candidate needs support can be identified and resolved during the process. Interim sampling will include reviewing the candidates work either before any units have been signed off or after a couple of units have been completed, ensuring that the candidate is receiving all the support needed by the assessor and all relevant paperwork/registration has been completed.

A report will then be completed by the IV/IM at the time, the original will be kept in a secure area (within the IV/IM File) and a copy is to be given to the assessor for feedback and actions (if Applicable) to be met. When working with a team of assessors the IV/IM will use areas identified on the Reports to carry out training and sharing good practice within standardization meetings.

Summative sampling is carried out once the assessor believes the candidate has achieved the award and is ready for certification; the IV/IM will review the prior actions set out on the Interim to ensure they have been met. They will check that all criteria has been met as laid out by the relevant awarding body on the cross referencing forms and that the assessor has check the authenticity of the assignments enclosed.

The Internal Verifier/Moderator must ensure that all work is-

- Valid - relevant to the standards for which competence is claimed
- Authentic - produced by the candidate
- Reliable - accurately reflects the level of performance which has been consistently demonstrated by the candidate
- Current - sufficiently recent to be confident the same level of skill/understanding/knowledge exists at the time of claim
- Sufficient - meets in full ALL the requirements of the standards

Delivery Process for Vocational Courses:-

- Registration within 12 weeks of enrolment
- All assessments to be carried out and recorded on approved standardised portfolio, and paperwork.
- Inductions within 2 weeks of enrolment
- Initial Assessment planning within 2 weeks of enrolment
- Assessment planning before each unit assessment.
- Internal verification see sampling plan
- Certification within 3 months of completion
- All assessors to achieve CPD yearly

Delivery Process for BTEC Courses:-

- Registration within 2 weeks of enrolment
- All assessments to be carried out and recorded on approved standardised portfolio, and paperwork.
- Inductions within the first week of enrolment
- Initial Assessment planning within the first week of enrolment
- Assessment planning before each unit assessment.
- Internal verification see sampling plan
- Certification within 3 months of completion
- All assessors to achieve CPD yearly