

# FlexiMed Training Centre Policy

## Internal verification Policy

**Date of Issue of Policy 28<sup>th</sup> September 2014**  
**Date of last Review 22<sup>nd</sup> August 2016**



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**APPROVED CENTRE**

## **Role of the Internal Verifier within the Centre**

The Internal Verifier will have overall responsibility for ensuring the quality and consistency of assessments within the centre. The appointed person will hold appropriate internal verification qualifications as approved and specified by the regulatory authorities, meet any requirements for occupational expertise as specified by the relevant standards-setting body before commencing their role and understand the content, structure and assessment requirements for the award they are verifying.

The Centre will ensure that the authority of the IV is clearly recognised within the Organisational structure and that relevant staff are given sufficient time to complete IV related activities.

### **The Internal Verifier will ensure that:**

- Candidate evidence is sampled on an ongoing basis and feedback is provided to assessors
- Any candidates with special assessment requirements have been identified and their needs met
- Awarding Body procedures are effectively complied with and assessment grading decisions are valid, reliable and consistent
- Feedback to assessors is recorded and any action required is taken
- Sampling interviews are conducted with candidates and relevant records kept
- All methods of assessment methods are sampled
- Assessors are regularly observed assessing candidates and records kept The level of sampling is sufficient to ensure consistency of assessors' judgments
- Assessment outcomes sampled reflect national standards
- Records are kept showing that standardisation meetings are held regularly with all assessors and relevant centre staff

### **There is evidence that candidate achievement record of progress are**

- up-to-date, monitored and action taken where necessary
- Records of candidate achievement provide a clear audit trail of assessment and internal verification of the NVQ
- The centre is prepared for External Verification visits and liaise with EV when he or she visits the centre
- Constructive feedback is provided to the assessment team in evaluating and further developing its assessment practices

## **Strategy for Internal Verification**

The IV will agree with the center manager/coordinator and the assessment team an effective programme of Internal Verification which complies with the NVQ Code of Practice and Awarding Body guidelines.

### **Sampling**

All assessors will be sampled over a defined period of time, including peripatetic assessors and those based at satellite centres. Internal verification will not be viewed as an 'end process', interim (formative) and summative decisions will be included in the sampling. New and less experienced assessors will be sampled at a minimum of a quarterly basis.

Samples will be made from every candidate category or group, e.g. age and gender, new starters, mid-term and learners who have been working with our ProTrainings instructors for some time.

### **Candidate Interviews**

Candidates will be interviewed regarding the assessment process to verify the records provided by the assessors, to monitor their progress towards their NVQ and to receive feedback on the quality of support provided to them. This is done on each course to ensure that no one has any problems or suggestions and to monitor the effectiveness of the trainings.

### **Standardising Assessment Practice**

Standardisation meetings will be held with the full team, this will include all assessors, the IV and senior management. The meetings will help to develop a supportive, non-threatening environment where assessors are able to share issues and concerns in order to ensure each assessor makes valid assessment decisions. The meetings will focus on areas such as revisions to standards where appropriate, problems with generating evidence, the validity and sufficiency of evidence, the different approaches by assessors and candidate progress. The minutes from all meetings will be distributed to attendees and all action points monitored to ensure implementation.

Meetings will be held weekly in the first instance to ensure ease of implementation then fortnightly thereafter. In addition to these, regular communication with the satellite site will be maintained via telephone and email.

### **Developing and supporting assessors**

All assessors will be provided with an induction programme and issued with their own copy of the standards. They will be allocated a suitable number of candidates and provided with information about their location and any particular assessment requirements they may have. All assessment methods used by the assessors will be monitored and regular support meetings will be held to identify training, occupational or professional development needs.