

Internal Verification Strategy Policy

The frequency for sampling learner assessed work and monitoring assessors will be based on a Risk Assessment system but the following general rules will apply:

1. Sampling Plan

- a. A sampling plan will be completed on an on-going basis to show all candidates on programme and progress towards achievement of the relevant qualification. All programmes and units will be sampled by the IV.

2. Sampling Learner Work

- a. An Internal Verifier sampling report will be completed for an agreed sample of assessed work for each cohort/programme. This will be signed and dated by both the assessor and IV and any action points checked and signed off when completed.

3. Monitoring Assessment Practice

- a. The Internal Verifier will observe experienced assessors at least once a year.
- b. Inexperienced / new assessors will be observed within 3 months of commencing assessment and as often as required until IV is confident of their competence.
- c. Any Internal Verifier Observation will be completed, agreed and signed by both the Assessor and Internal Verifier.

4. Claims for Certification

- a. The Internal Verifier will sign all award authorisation forms only when final Internal Verification has been completed and confirmation that the full qualification has been achieved. Unit certification will be available as required.

Review date: 01.09.2018

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