

## Internal Verification Policy

**Updated: December 2015**

**Next revision date: December 2016**

### 1. Objectives

- 1.1 To systematically monitor the delivery and assessment practice and outcomes in order to assure consistency, fairness and reliability.
- 1.2 To ensure that assessment is carried out to national standards.

### 2. Scope

- 2.1 To cover all activities carried out within the Apprenticeship Learning Programme.

### 3. Key Principles

- 3.1 The Internal Verifier must:
  - Carry out internal verification in a supportive manner
  - Ensure that there is an effective appeals procedure in place
  - Keep records of internal verification, including dates of meetings, agendas, a list of action points, details of assessments sampled
  - Monitor assessment decisions through sampling
  - Observe Assessors with their candidates during each stage of the assessment process
  - Solve assessment problems with Assessors
- 3.2 Guidance is provided in the Assess/Tutor and Internal Verifier Handbook.

### 4. Staff Responsibility

- 4.1 Internal Verifiers
- 4.2 CEO has overall and final responsibility for all matters relating to internal verification.
- 4.3 The day-to-day responsibility for internal verification at the Contractors and satellites is delegated to the Apprenticeship Coordinator, who will ensure that:
  - Adequate resources are made available to implement this policy
  - Adequate arrangements are made to bring this policy to the notice of all staff, Apprentices, satellites, settings and visitors

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Created by	Date issued	Version No	Approved by
Mark Pike	01/12/2015		Mark Pike

- The effectiveness of the policy and its arrangements are reviewed annually during the relevant Strategy Group meeting or more frequently if deemed necessary

## **5. Monitoring and Evaluation**

- 5.1 Assessment information, including the analysis of performance of different groups of Apprentices, is used to guide the Apprenticeship Learning Programme.
- 5.2 Assessment is fair, accurate and carried out regularly.
- 5.3 Assessment is used to monitor progress and inform individual Apprentices about how they are performing and how they might develop further.
- 5.4 Assessment, verification and moderation procedures follow regulatory body requirements.
- 5.5 Forms of assessment and recording are suitable for the courses and programmes being followed.
- 5.6 Self-assessment process and the common inspection framework.
- 5.7 Monitoring will be carried out via the targets listed in the Quality Policy on pages 67 and 68 (10.1)

## **6. Supporting Documents**

- 6.1 This policy should be read in conjunction with the following:
- Annex A of Requirements for funding workbased learning for young people 2005/2006 for a Glossary, published by the LSC
  - C&G and QCA Publications
  - Apprenticeship Learning Programme Policy.
  - Assess/Tutor and Internal Verifier Handbook.
  - Disability Statement.
  - Equal Opportunities Policy for Learning.
  - Equality & Diversity Policy
  - Guidance Note - When a Trainer is concerned about an Apprentice's work or performance.
  - Guidance Notes on Schemes of Work.
  - Health and Safety Policy.
  - Induction Guide.
  - Induction Handbook.
  - Quality Policy.
  - Session Observation Policy.
  - Suggested Lesson Structure – Guidance Note.
  - Teaching and Learning Policy.

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This policy is liable to full equality impact assessment, including special educational needs, annually.

Policy signed by CEO: *Mark Pike* Date: 01/12/2015

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