

Reviewed August 2015

Hampshire Training (Phil Quill)

Internal Quality Assurance Policy

Next review due August 2016

Internal Quality Assurance Policy

1. Introduction

1.1 Internal Verification is the process of confirming that the assessment decisions made by all associated with Hampshire Training are accurate and consistent and that the evidence for this process is properly produced and maintained.

1.2 Hampshire Training internally verifies that the internal assessment decisions made by those employed by Hampshire Training comply with the standards published by ITC and the official guide to the qualification.

1.3 Hampshire Training also uses the opportunity provided by the Internal Verifier visit to verify that assessment evidence is collected fairly, consistently and efficiently and that administrative procedures are correctly followed.

2. Resources required

2.1 Tutors [Internal Assessors] will have the qualifications and experience to deliver [train and assess] the qualification identified.

2.2 Hampshire Training will appraise [teaching] and verify [assessment] its staff once per year during a full day [5+ hours] of delivery. The outcome of the annual review will be recorded on ITC provided [template] document PR6. The suitable staff for undertaking an annual review will be Hampshire Training Internal Verifiers.

2.3 Hampshire Training Internal Verifiers will be approved by ITC.

2.4 Hampshire Training tutors and Internal Verifiers will attend a minimum of 1 standardisation meeting per year.

2.4 Hampshire Training Internal Verifiers will hold a teaching qualification, an Internal Verifier qualification or be suitably experienced in assessing the qualification delivered [suitable experience, for Hampshire Training purposes, will be defined by the number of training courses logged on the ITC Website]. Hampshire Training Internal Verifiers are expected to have delivered [trained + assessed] more than 12 courses and be current [delivered 3+ courses in previous 12 months].

3. Method of Internal Quality Assurance

3.1 ITC assessment methods require candidates to be continually assessed throughout the course. Hampshire Training staff training and internal verification ensures that evidence of appropriate decisions is recorded throughout the training day.

3.2 Hampshire Training trainers will support assessment decisions with appropriate supporting comments on the assessment documentation for each candidate, as required by ITC in accordance with the latest Assessment guidance documentation produced by ITC.

3.3 The Hampshire Training Internal Verifier will review the assessment decisions, evidence production and administration activity performed by the tutor [Internal Assessor]. Ideally the assessment decisions of the tutor and verifier should agree. The process is designed to identify differences in interpretation and maintain a common interpretation within Hampshire

Training tutors. Constructive analysis of the decisions made is to be encouraged. Cluster members may use ITC document 'PR6' found upon support resources or a Centre devised Internal Verification plan that has the fields described in Appendix 1 as a minimum requirement.

3.4 Where assessment decisions differ, the tutor [Internal Assessor] and verifier will discuss decisions and interpretation of published assessment guidance documents. This discussion will be recorded. If further staff training is required this will be identified by Hampshire Training and provided by Hampshire Training

3.5 Internal verification documentation (Appendix 1 of this policy document or PR6) will be completed and retained for review and be available for ITC and/or its regulators to view.

3.5 Verification documentation will be archived on the ITC website database, [Assessor Page] as it is produced.

4. Annual Review of this Policy

4.1 This policy is to be jointly implemented by Cluster members. This policy will be reviewed and agreed annually by each cluster.

4.2 Each Cluster member agrees that if they do **NOT** implement a common and shared Internal Quality Assurance procedure including uploading evidence of implementation [annual PR6 document + attending 1 meeting], then they will not meet the requirements of the cluster.

APPENDIX 1: Internal Verification Record – Required Fields

Qualification Title:	Assessor Name:
Internal Verifier Name:	Date:

Candidate Name	Activity Assessed	Assessment Method	Assessor Assessment	IV Assessor Assessment

COMMENTS – to be completed by IV Assessor

Were assessments completed in accordance with ITC requirements and appropriate to the assessment criteria?	Yes	No
Have any discrepancies with assessments been discussed with the assessor?	Yes	No

Confirmation of content of IV record and discussion verified by:

Internal Verifier Signature

Internal Assessor Signature