



Internal Verification for NVQ Policy

This policy is available on-line at: www.stc.ac.uk

- We will consider any request for this policy to be made available in an alternative format or language. Please contact: Quality Manager
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.
- All our policies are subject to equality impact assessments*. We are always keen to hear from anyone who wishes to contribute to these impact assessments. Please contact: Quality Manager

*Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Approved by:	Version:	Issue Date:	Review Date:	Contact Person:
SEG	v.5	September 2015	September 2017	Quality Manager

Equal Opportunities: Impact Assessed

Review:

POLICY NUMBER 35

1. Rationale

This policy has been revised to build on the effective Internal Verification system operated at South Tyneside College and to establish further consistency and standardisation in the practice of internally verifying NVQs. This policy embraces the College's commitment to policies and practices based on the principles of fairness, openness and transparency for its learners, customers and employees. The policy will continue to ensure that feedback received from awarding bodies about the quality of our provision is positive and will continue to ensure that assessment decisions made at the College are accurate, consistent and meet the national occupational standards. This revised policy has been amended in light of changes to the NVQ Code of Practice (2006) and should be read in conjunction with the College Internal Verification for NVQ Procedures

2. Aim

The aim of this policy is to implement a transparent, fair and consistent Internal Verification system based on the NVQ Code of Practice, and best practice of Awarding Bodies, thereby ensuring that assessment and internal verification decisions made at the College are accurate, consistent and meet the national occupational standards.

3. Principles on which the policy is based

The NVQ Code of Practice (2006) states that Internal Verification must ensure the accuracy and consistency of assessment decisions between assessors operating at the centre and that assessors must be consistent in their interpretation and application of the national occupational standards. This Internal Verification for NVQs Policy (in conjunction with the revised College Internal Verification for NVQ Procedures) will ensure that these principles are upheld by ensuring that all candidates (learners), assessors and internal verifiers know and understand their rights, responsibilities and accountabilities with regards to the process of internal verification of NVQ programmes at the College.

An effective Internal Verification system, established via consistent implementation of this policy and associated procedures, has the following benefits:

- a. The College continues to develop the reputation and practice that attracts a diversity of candidates (learners) who want to study in the organisation and the very best job applicants/employees from all backgrounds;
- b. Enhanced levels of public confidence in the standard of candidates (learners) progressing from the College with NVQs;

- c. Consistently high levels of recruitment, retention and achievement of candidates (learners);
- d. High levels of candidate (learner) and staff satisfaction in learning and working practices;
- e. Minimum levels of grievances, complaints and academic appeals.

4. Student (candidate) Entitlements

Effective implementation of this policy will help to ensure that all candidates (learners) studying NVQ programmes at the College are entitled to:

- a) a comprehensive induction programme, outlining the information, support and guidance available to them, the approaches to teaching, learning and assessment that will be employed, and the expectations of the programme;
- b) an individual learning plan and/or assessment plan based upon the outcomes of initial assessment, progress on the qualification and/or expertise/experience in the sector of study which identifies specific and challenging targets agreed with their assessor;
- c) continuous guidance and support from assessors addressing progress in learning and achievement and lack of progress due to any difficulties being experienced;
- d) have their work assessed and internally verified in terms of its validity, authenticity,

5. Student (candidate) Responsibilities

Successful assessment and internal verification is a two-way process which also places responsibilities on the candidates (learners). Candidate (learner) entitlements are most likely to be met fully when all candidates (learners):

- a) Meet their responsibilities, as outlined in the College student charter.
- b) Meet targets established with their assessor in their learning / assessment plan.
- c) Submit work for assessment in accordance with their learning / assessment plan.
- d) Present evidence for assessment and internal verification when requested.

6. Teaching Staff Responsibilities

With reference to NVQs, teaching staff involved in delivering, assessing and internally verifying these qualifications are termed, Assessors, Internal Verifiers and Internal Verifier Coordinators. An overview of the role and responsibilities of these key staff are outlined below. For specific and comprehensive detail of the responsibilities and accountabilities of these staff, please refer to section 2 of the College Internal Verification for NVQ Procedure.

a. Assessors:

In addition to being occupationally competent, qualified and having relevant occupational expertise as defined by their SSC Assessment Strategy, NVQ Assessors are responsible for:

- 1) Managing the assessment system, from candidate induction (including registration of candidates), to assessment planning, feedback, assessment decisions, review, record keeping as required by the awarding body.
- 2) Assessing evidence of candidate competence against the national occupational standards in the qualification, and to L3 standards in assessing the quality of assessment as appropriate.
- 3) Ensuring the candidates' evidence is valid, authentic, sufficient and current.
- 4) Maintaining accurate and verifiable records of candidate assessment decisions and achievement, as required by the awarding body.
- 5) Maintaining their own CPD in accordance with the SSC Assessment Strategy requirements of the awarding body.

b. Internal Verifiers:

In addition to being occupationally competent, qualified and having relevant occupational expertise as defined by their SSC Assessment Strategy, NVQ Internal Verifiers are responsible for:

- 1) Managing the internal verification system, from induction, to assessment planning, feedback, assessment decisions, review, record keeping, certification (including unit certification, where appropriate) as required by the awarding body.
- 2) Establishing procedures to ensure that all assessors interpret the national standards in the same way.

- 3) Regularly sampling evidence of assessment activities made by all assessors, across all aspects of NVQ assessment (including direct observation of assessment practice), and to L4 standards in assuring the quality of assessment.
- 4) Monitoring and supporting the work of assessors, including the facilitation of appropriate staff development and training for assessors.
- 5) Maintaining up to date records of IV and sampling activity and ensuring that these are available for external verification.
- 6) Maintaining their own CPD in accordance with their SSC Assessment Strategy the requirements of the Institute for Learning

c. Internal Verifier Coordinators:

In addition to being occupationally competent, qualified and having relevant occupational expertise as defined by their SSC Assessment Strategy, NVQ Internal Verifier Coordinators are responsible for:

- 1) Providing feedback to the external verifier on the effectiveness of assessment.
- 2) Ensuring that any corrective action required by the awarding body is carried out within agreed timescales.

NB – In teams where the role of internal verifier and internal verifier coordinator are being performed by the same person, the responsibilities and accountabilities of the internal verifier coordinator are in addition to those of the role of the internal verifier.

7. Management Responsibilities

College Management should ensure that:

- a) All NVQ teaching staff (i.e. assessors, internal verifiers and internal verifier coordinators), including Agency Staff, are fully conversant with this policy (including associated procedures) and the demands it places on them;
- b) All NVQ teaching staff, including Agency Staff, actively promote the principles of equality and diversity and health and safety in their teaching, assessment and internal verification;
- c) All NVQ teaching staff, including Agency Staff, receive appropriate training and development to enable them to meet their responsibilities and gain a common understanding of relevant standards and associated requirements;

- d) All newly appointed NVQ teaching staff, including Agency staff, have induction training in the delivery, assessment and internal verification of NVQs, as required to enable them to meet their responsibilities.

8. Standards by which the success of the policy can be evaluated

- a) Positive internal verification reports confirming that there is accuracy and consistency of assessment decisions between assessors and that assessors are consistent in their interpretation and application of the national occupational standards for the award;
- b) Positive external verifier reports confirming that national standards are being consistently maintained, internal verification practice meets the standards of the awarding body, awarding body guidance/regulations are being upheld and that the College continues to meet the awarding body requirements for centre approval;
- c) Positive audit reports confirming that the College Internal Verification for NVQs Policy, the College Internal Verification for NVQs Procedure, and associated documentation, are being consistently applied.

9. Responsibility for implementing the policy

Responsibility resides at all levels across the College:

- a) The Principal has overall responsibility for the implementation of this policy;
- b) The Principal and Assistant Principals are responsible for overseeing the implementation of Sections 4 and 6;
- c) Assistant Principals and Curriculum Managers are responsible for ensuring that course teams (i.e. assessors, internal verifiers and internal verifier coordinators) collaboratively address the requirements of this policy;
- d) The NVQ teaching staff are responsible for meeting Learners' Entitlements as described in section 4.

10. Review

The effectiveness of this policy will be monitored annually and reviewed every two years in light of experience and best practice. This mechanism recognises that changes by the Lead Body/Awarding Body may prompt a review of the policy before the two years stipulated. In considering the effectiveness of this policy consultation will be undertaken with staff and managers to assist in the review process.

The next review is due to take place in September 2017.