



Internal Verification Policy

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Internal Verification Policy

1.0 General Statement

1.1 As part of its recognition as a Centre for Accredited Training and as an accredited training provider, Children in Wales has in place systems and procedures to ensure the provision of Internal Verification.

2.0 Principles

2.1 This policy is designed to ensure equality for all learners who attend accredited training courses provided by Children in Wales. It ensures that assessment continues to enable a valid, reliable and consistent judgement to be made about achievement of all learning outcomes against the stated assessment criteria of a course.

3.0 Scope of Policy

3.1 This Policy relates to:

- Assessors/Tutors/Trainers, including Associates of Children in Wales involved in delivering accredited training
- Internal Verifiers
- Learners
- Quality Assurance Managers of awarding bodies
- Staff of Children in Wales involved in accredited training provision

3.2 This policy and procedures accompanying it will apply to any accredited training course provided by Children in Wales or its Associates.

4.0 Related Policies

4.1 This Policy should be read in conjunction with the following:

- Children in Wales Accredited Training Policy Series
- Children in Wales Equality Policy

5.0 Guidance

5.1 The guidance, at Appendix 1, sets out:

- The principles which should be followed when carrying out internal verification.
- The procedures which should be followed when completing internal verification.

6.0 Appendices

1. Guidance, Principles & Procedures to be followed in relation to Internal Verification

Appendix 1

Guidance, Principles & Procedures to be followed in relation to Internal Verification

1. Introduction

- 1.1 Children in Wales has a duty to ensure the integrity of all Continuing Professional Development (CPD) activity delivered by the organisation. Children in Wales is committed to providing a fair, consistent and accurate approach to continuing professional development, including formal learning.
- 1.2 Children in Wales will take responsibility to deliver an effective Internal Verification system which ensures assessment practices and decisions are regularly reviewed and evaluated to ensure the validity of the award of credit.

2. Definition of Internal Verification

- 2.1 Internal Verification is a process by which assessment practices and decisions are regularly sampled and evaluated and findings are acted upon to ensure consistency and fairness.
- 2.2 The Internal Verification system of Children in Wales ensures:
 - A forum for discussion of borderline cases
 - Reduction in level of direct external verification scrutiny
 - Valid, reliable and consistent Award of Credit
 - Recorded assessment decisions which are appropriate, consistent, fair, transparent and equitable
 - Clarity for learners about assessment requirements
 - Effective preparation and presentation for external verification
 - Regular review of the programme
 - Tutor networking and sharing of good practice (where applicable)

3. Providing Internal Verification

- 3.1 Before delivery the Internal Verifier, in conjunction with the Tutor/Assessor will:
 - Review all existing or new units to ensure that they are still valid and current.

- Review all existing or new units to ensure that tasks are fit for purpose and appropriate to learners' needs.
- Consider any adjustments that may be necessary to ensure that all learners have the same opportunity to achieve.

3.2 During delivery the Internal Verifier will:

- Observe a sample of practical exercises or tasks (if applicable) and counter-sign Witness Statements (if applicable). The sample will include an element of random selection but will include any borderline cases. Where there are fewer than five learners on the course all learners will be observed.

3.3 Post delivery the Internal Verifier will:

- liaise with the External Verifier, where appropriate, regarding dates for signing off Recommendation for the Award of Credits (RAC), samples required and meeting with Tutors and Learners.
- consider all aspects of the course over time if not at each Internal Verification activity (Factors to be considered are: number of units, delivery methods, previous Internal Verification recommendations, assessment methods, any variations in assessment methods unique to particular learners, External Verifier recommendations, unit levels, borderline cases, number of tutors).
- following the Tutor's (or Assessor's) assessment of the learners' work, sample assessed work to ensure that all of the criteria in the units are being met and the workload for learners is appropriate to the level and credit value of the unit. (where there are fewer than five learners on the course all learners work will be verified).
- provide written feedback on the outcome of Internal Verification of learners work to the Tutor/Assessor.
- confirm that course and quality information is up to date.
- collaborate with the course Tutor/Assessor to monitor and document the implementation of actions arising from the Internal Verification/External Verification process.

3.4 Given the flexible nature of the Children in Wales' courses, precise dates for internal verification cannot be set at the beginning of the year. Instead,

internal verification will take place within eight weeks of the completion of the delivery of the course.

3.5 Following external verification the Internal Verifier will:

- Check claims for credit on RACs are complete and correct.
- Check that certificates are sent to learners within an appropriate time scale.
- Ensure that all internal verification records, including minutes of meetings are available for the External Verifier and Quality Reviewer to see during their visit.

4. Additional Guidance

- All Tutors/Assessors will be provided with assessment guidance and a copy of internal verification paperwork.
- Course files will be kept in a locked cabinet at Children in Wales' Cardiff Office.
- The internal verification process will be reviewed at the end of each year and any changes/recommendations will be recorded.
- All Tutor/Assessors and Internal Verifiers will attend awarding body standardization events where available to ensure that the practices of Children in Wales are consistent with other providers.
- All Internal Verifiers will attend appropriate training in order to carry out their role effectively in keeping with the requirements of the awarding body.