

The aim is to ensure that:

- Internal verification is valid, reliable and covers all assessors and programme activity
- The IV procedure is open, fair and free from bias
- There is accurate and detailed recording of IV decisions

In order to do this, the centre will:

- Ensure that all centre assessment instruments are verified as fit for purpose
- Verify an appropriately structured sample of assessor work from all programmes, sites and teams, in order to ensure centre programmes conform to the national standards and NSS requirements
- Plan an annual internal verification schedule, linked to assignment plans
- Define, maintain and support effective internal verification roles
- Ensure that identified staff will maintain secure records of all internal verification activity
- Brief and train staff of the requirements for current internal verification procedures
- Promote internal verification as a developmental process between staff
- Provide standardised IV documentation
- Use the outcome of internal verification to enhance future assessment practice

This policy will be reviewed every 12 months by the assessment team and quality nominee.

The IV will ensure that all assessment instruments have been internally verified as fit for purpose and will not be used until this process has happened.

An internal verification sampling plan will be developed and maintained to ensure that all programmes, teams and sites are sampled. The verification sampling will be linked to the assignment plans.

The centre manager will ensure that all members of the assessment and verification team understand their roles and responsibilities by clearly defining them at the start of the programme. This will be reinforced for the duration of the programme. Staff can find details of roles and responsibilities in the staff handbook. The quality nominee in conjunction with the centre manager will ensure the BTEC team are made aware of any changes to current IV practice. New and existing staff members will receive training as and when required.

The centre manager/quality nominee/IV will promote a positive approach to internal verification and feedback to the assessment team. It will be promoted as an opportunity for staff development and potential Continuous Professional Development. The outcome of internal verification will be used as a tool to enhance future assessment practice. All BTEC programme teams will meet to discuss and share good practice

The centre manager will ensure that IV documentation is standardised across all of the BTEC programmes and programme teams. Copies of documentation can be found in the centre handbook.

Last Reviewed: March 2017
Next Review: March 2018