

# Quality Assurance Entry Level (ELFS)

## Functional Skills



<p><b>Step 1:</b> Review Quality Assurance (QA) Handbook</p>	<p>Check online for new Quality Assurance (QA) Handbook and familiarise yourself with QA processes and other support guides available.</p> <p><i>NB: The QA Handbook is published every September, but may be amended throughout the year.</i></p>
<p><b>Step 2:</b> Functional Skills updates</p>	<p>Sign up for Functional Skills updates.</p>
<p><b>Step 3:</b> Your team</p>	<p>Set up your team as per the roles and responsibilities within the QA Handbook.</p>
<p><b>Step 4:</b> Training Internal Verifiers</p>	<p>Use exemplar videos to train your team of Internal Verifiers (IVs) before assessments begin. Please note there is no OSCA activity for Entry Level Functional Skills.</p>
<p><b>Step 5:</b> Register learners</p>	<p>Register learners. See Entry Level Functional Skills (ELFS) Admin checklist.</p>
<p><b>Step 6:</b> Standardisation</p>	<p>Set up a standardisation system for assessors and internal verifiers as explained in the QA Handbook.</p>
<p><b>Step 7:</b> Carrying out assessment</p>	<p>Carry out assessments with learners (ongoing).</p>

<b>Step 8:</b> Internal Verification (IV)	Internally verify assessment outcomes according to your assessment plan using guidance in the Quality Assurance Handbook (ongoing activity).
<b>Step 9:</b> Pearson Standards Verifier (SV)	You will be allocated a Pearson Standards Verifier (SV) by January, provided you have registered learners. Contact us to ask for an earlier SV visit should you need to certificate before December.
	Liaise with SV to arrange sampling visit and share completed Sampling Report Form.
<b>Step 10:</b> Standards Verifier (SV) Visit	Prepare for Standards Verifier (SV) visit. See QA Handbook for more information.
<b>Step 11:</b> Standards Verifier (SV) Report	Review Standards Verifier (SV) report and work on any actions or recommendations.
<b>Step 12:</b> Claim certificates	Claim certificates once a positive SV activity has been achieved (see also ELFS admin checklist).

## Contact us