

## INTERNAL VERIFICATION SELF-ASSESSMENT CHECK LIST

Ref	Key Indicator	Met	Action
1.	Internal Verifier CVs are checked and validated to ensure occupational background at an appropriate level in the particular sector as required by the Awarding Body and SSC/B [copy of Quality Assurance certificates held]		
2.	A system of professional updating is in place for all Internal Verifiers and records kept		
3.	Newly appointed Internal Verifiers are monitored on a regular basis to ensure their understanding of the standards is thorough		
4.	Training/development is carried out to address identified needs of all Internal Verifiers and development plans kept		
5.	All Internal Verifiers have a clear understanding of their role in quality assurance		
6.	There is an explicit system in place which ensures that validation of summative decisions is made by qualified Internal Verifiers <i>who have not made the assessment decisions</i>		
7.	All claims for certification are validated by an qualified Internal Verifier		
8.	There is a system in place for trainee Internal Verifiers to work with/shadow qualified verifiers		
9.	Trainee Internal Verifiers have clear target dates to achieve the Quality Assurance qualification and their progress towards achievement is monitored		
10.	A written sampling strategy is maintained by all the Internal Verifiers for each programme		
11.	A clear and feasible rationale exists for sampling		
12.	The strategy ensures that all Assessors are included, all Units and a range of assessment methods (appropriate to the N/SVQ) are covered		
13.	Sampling is ongoing, not end-loaded		
14.	The system responds to particular problems or needs identified by the Internal Verifier		
15.	Records of sampling, including monitoring assessment practice, are maintained		

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16.	A named officer takes responsibility for ensuring that each programme has a sufficient number of Internal Verifiers to fully support the Assessors		
17.	The ratio of Assessors to Internal Verifiers is appropriate for the award/level/situation		
18.	Assessor CVs are checked and validated to ensure occupational competence at an appropriate level in the particular sector as required by the Awarding Body and SSC/B [copy Assessor qualification validated and held on file]		
19.	A system of professional updating is in place for all Assessors and Personal Development Plans kept		
20.	Trainee Assessors have clear and realistic target dates to achieve Assessor qualifications and their progress towards achievement is monitored		
21.	Newly appointed Assessors to the Centre are monitored on a regular basis to ensure consistency with the assessment team		
22.	All summative decisions are made by qualified Assessors		
23.	Internal Verifiers positively encourage Assessors to discuss assessment issues and meet with them on a regular basis		
24.	All Assessors are monitored and given the type and level of support which is suited to their needs		
25.	Assessors are given informal and formal feedback which is constructive and relevant		
26.	Assessment time and resource implications have been specifically considered and reviewed at regular intervals		
27.	The senior Internal Verifier has access to required resources to maintain quality of the N/SVQ programmes		
28.	The senior Internal Verifier has sufficient management status to influence decisions regarding N/SVQ delivery and implementation, including resource allocation		
29.	All the Internal Verifiers have sufficient time, agreed with senior management, to devote to their N/SVQ responsibilities		
30.	The senior Internal Verifier regularly carries out self-assessment of the Centre's performance against the requirements of the QCA NVQ Code of Practice		

Internal Verifier

Signature \_\_\_\_\_

Date \_\_\_\_\_