



# Internal Verification Policy

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## Scope of the policy

This policy is provided for Omnia Training Solutions staff members who are delivering assessing and internally verifying the qualifications Omnia Training Solutions offer.

## Location of the policy

This policy is available for all staff members and TQUK employees to access.

## Communication of the policy

It is important that staff involved in the management, delivery, assessment and internal quality assurance of TQUK qualifications, are fully aware of the contents of the policy.

## Review of the policy

Omnia Training Solutions will review the policy annually and revise it as and when required in response to changes in practices, actions required by TQUK or changes in legislation. Our review will ensure that our procedures continue to be consistent with the regulatory criteria and are applied properly and fairly in arriving at judgements.

## Policy Statement

Internal verification is a key part of Omnia Training Solutions internal quality assurance

system. Internal verification at Omnia Training Solutions is concerned with being accurate, consistent and ensuring all learners have access to quality assessments that are fair and are of a high quality, which results in achievements.

## Statement of Principles

Omnia Training Solutions will ensure all assessment and internal verification activities conform to the qualification specification and TQUK's standards. We will ensure that all evidence is valid, authentic, reliable, current and sufficient.

Omnia Training Solutions will produce a sampling plan detailing our internal verification activities and monitor this on a regular basis. We will ensure that assessors meet on a

Omnia Training Solutions weekly basis to share good practice and identify areas for improvements. These meetings will be documented and actions monitored.

We will hold regular standardisation and team meetings with assessors, tutors and internal verifiers. As a minimum these will be on a Omnia Training Solutions weekly basis. The findings of these will be used to inform annual appraisals, and training and development needs. They will also be used to update centre staff on any qualification or AO information.

### *Example Standardisation Meeting Agenda:*

- *Actions from previous standardisation meetings*
- *Resources, H&S, E&D issues*
- *Progression and achievement of learners*
- *Examples of learners work to standardise*
- *Good practice from assessors*
- *Areas for improvements*
- *Internal quality assurance reports*
- *External quality assurance reports*
- *AO and qualification updates*

Omnia Training Solutions will monitor the quality of the qualifications and courses we offer. We will consider the quality of delivery, assessment decisions and judgements made and highlight issues, emerging trends and the development needs for assessors.

All assessment and sampling strategies will be agreed with TQUK and we will ensure that internal verification drives the assessment process. We will keep reliable, up to date and auditable records of all internal quality activities. These will be made available to TQUK on request.

As part of Omnia Training Solutions internal quality procedures, assessors and tutors will

be observed as a minimum of Omnia Training Solutions per year. All observations will be documented and actions agreed and monitored. If tutors or assessors are inexperienced or new to a

particular qualification, they will be observed a minimum of Omnia Training Solutions per year.

We will ensure that all assessors, tutors and internal verifiers who deliver and assess on the qualifications we offer are suitably qualified and experienced. All centre staff members will receive access to regular, continuous professional development (CPD).

