

DESCRIPTION OF POST

Job Title:	Internal Verifier
Size:	Hourly paid
Conditions of Service:	LBR Adult Ed Teaching & Educational Management Staff
Grade & Scale Points:	Non-teaching rate 7-9 depending on experience and qualifications
Line Manager:	Assistant Principal
Reporting to:	Curriculum Manager

A. Overall Purpose of Job

1. To ensure that assessment decisions are made by competent and qualified assessors, the products of sound and fair assessment practice recorded accurately and appropriately and are in accordance with the requirements in the qualification specification.
2. To develop, guide and support assessors.

B. Main duties and responsibilities

1. Maintain regular contact with assessors providing information, help and support on interpretation of awarding body guidelines and guidance on appropriate use of different types of evidence and assessment methods.
2. Ensure assessors are properly inducted and assessors training needs are identified and met.
3. Assist assessors in making any special arrangements required for individual candidates.
4. Bring queries relating to the interpretation of the standards to the immediate attention of the External Verifier.
5. Hold regular team meetings with the assessors focussing on: access to fair assessment, health & safety, action points identified by IV/EV, candidate achievement, resources, difficulties in interpretation of qualification requirements and exam body updates. Ensure all team meetings are minuted and action points noted and followed up.
6. Ensure newly appointed Assessors are monitored on a regular basis to ensure consistency within the assessment team
7. Organise and carry out standardisation exercises with a group of assessors focussing on specific or problem units, types or sources of evidence and assessment methods used, considering alternative forms of evidence, comparing requirements between old and new qualifications.
8. Monitor and verify assessment practice by carrying out internal verification throughout the assessment process looking at representative samples of assessment decisions to ensure reliability and validity; ensure a written sampling strategy and plan is maintained and reviewed annually.
9. Review the collection of evidence in the candidate's portfolio which has been agreed by the assessor as valid, sufficient, current and authentic; provide prompt and comprehensive feedback to assessors.
10. Ensure the recording of achievement and countersigning of documents is timely and accurate.
11. Arrange and take part in standardisation exercises with other internal verifiers to ensure consistency of own practice and judgements.
12. Ensure complete records of monitoring and verifying assessment practice are kept and made available to the External Verifier.
13. Ensure all action points arising from External Verifier visits are communicated to the team and addressed by the IV and teams involved
14. Maintain occupational and technical expertise in areas to be verified demonstrated through a CPD record relating to the occupational area
15. Contribute to the evaluation of assessment and internal verification practice and procedures.

A. General Duties

1. To participate in performance review and continuous professional development (CPD) developing required knowledge, understanding and skills to deliver responsibilities effectively
2. To positively promote the Institute in all contact and communication with the public and learners
3. To follow all Institute policies and procedures

D. Qualifications and Experience: Internal Verifier

Specification	Essential	Desirable
<p>Education and Training Formal qualifications and relevant training</p>	<ol style="list-style-type: none"> 1. Either unit A1 Assessor award or D32/D33 units (for an NVQ) or Unit L20 Support competence achieved in the workplace (for a VRQ) 2. Either have or working towards unit V1 Verifier award or D34 3. Specified occupational & technical expertise in areas to be verified 4. GCSE English & Maths A*-C grade or equivalent 5. Safeguarding and Prevent Duty training 	<ol style="list-style-type: none"> 1. Completed recognised training in Equality & Diversity 2. Level 3 Certificate in Assessing Vocational Achievement 3. IAG qualification at Level 2
<p>Experience Ability to undertake duties of the post</p>	<ol style="list-style-type: none"> 1. Proven experience within an assessor role 2. Proven experience in Internal verification procedures 3. Evidence of leading a team of vocational assessors 4. Experience of working in a training or education sector 	<ol style="list-style-type: none"> 1. Experience of working within industry
<p>Skills and Knowledge</p>	<ol style="list-style-type: none"> 1. Clear understanding of the standards to which candidates are being assessed 2. Understanding of Joint Awarding Bodies Guidance on Internal Verification of NVQs, the NVQ Code of Practice 3. Excellent organisational skills 4. Excellent communication skills to feedback to learners, assessors and employers on assessment outcomes and other progress issues 5. Leadership skills to develop assessment and feedback practice 6. Ability to present information to inform decision making 7. IT skills in relation to use of awarding body website, record keeping and Institute systems 	<ol style="list-style-type: none"> 1. Knowledge of the current local and national priorities in post 16 learning 2. An understanding of SFA funding 3. Understanding of equality and diversity in relation to assessment practice

<p>Personal Qualities</p>	<ol style="list-style-type: none"> 1. Careful, methodical with attention to detail 2. Commitment to continuous personal and professional development 3. Take responsibility for own work and maintain high professional standards 4. Ability to work as part of a team and individually without supervision 5. Pleasant, calm disposition with ability to deal with queries and complaints in a professional manner 6. Empathy for others and ability to deal sensitively with any difficulties or personal issues learners may have 7. Ability to respond positively to changes in requirements and systems 8. Offer solutions and work towards resolving underlying issues 9. Plan and organise work activities prioritising workload and meeting deadlines 	
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