



**College of
Policing**

Police Sector Standard for the Training of Internal Verifiers

'Internal Verifier Standard'

Version 3.1

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Control Page

Distribution list

Version	Recipient	Title	Location
2.0	L&D practitioners	Internal Verifier Standard	www.npia.police.uk
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Change control

Version	Date	Record of change	Authority	Evidence of approval
3.0	08.03.13	Updated to reflect changes to national qualifications and transition to the College of Policing	Helen Schofield and L&D Managers	Email
3.1	22.05.13	Additional recommended reading	PTRLDP Board Meeting May 2013	Minutes from meeting

Controlling documents

Description	Document reference	Revision
National Policing Curriculum	Internal Verifier Standard Specification	Version 1.0

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1. Introduction

Purpose

The purpose of this document is to set out the minimum learning standards that should be achieved by those seeking to meet the 'Internal Verifier' role profile. It also provides details of the target audience, pre-requisites and methodologies for the development of internal verifiers, where applicable.

Overview

This standard defines the minimum learning required for internal verifiers of assessment within the Policing sector. The learning is aimed at personnel within the Police Service who establish and maintain the quality of assessment decisions and practices for internally assessed competence or performance of others to agreed standards, criteria and competencies. This includes the internal verification of national learning programmes such as Professionalising Investigation Programme, Initial Police Learning and Development Programme, Recruitment and Promotion of Police personnel, Leadership development and also internal verification for Performance and Development Review processes. The standard for internal verifiers compliments the Police Sector Standard for the Training of Assessors and meets the requirements of the Skills for Justice Assessment Strategy for the Qualifications and Credit Framework (QCF) awards that are not NVQs. This states that assessors and internal verifiers are required to be trained in their role but not necessarily "qualified".

The learning addresses the generic skills required to perform the role of internal verifier in a range of fields of work. Learners should have a clear understanding of the field of work and roles that they will be required to verify and be occupationally competent/knowledgeable in these areas. This learning will not address the occupational competence, knowledge or performance associated with specific roles learners will be verifying.

External verification is the responsibility of Awarding Organisations.

Target Groups

Required

Personnel within the Police Service who establish and maintain the quality of assessment decisions and practices for internally assessed competence or performance of others to agreed standards, criteria and competencies

Optional

No

Pre-requisites

Learners should already be trained to the Police Sector Standard for the Training of Assessors or hold a Level 3 Certificate in Assessing Vocational Achievement.

They should also have sufficient and recent experience of conducting assessments of the specific national occupational standards they are verifying in an occupational area appropriate to their knowledge and experience.

Co-requisites

None

Indicative Learning Time

To achieve this Standard, an average learner is likely to require approximately 15 hours of formal study time (classroom learning and private study). Additional time for the further development of knowledge and skills in the workplace is evidently required. Completion of a relevant teaching/training qualification, where required, would also need additional development time.

2. Professional Context

Links to Key Legislation

- Human Rights Act 1998
- Equalities Act 2010

Links to Authorised Professional Practice

- None

Links to Professional Framework Role Profiles:

- None

Links to National Occupational Standards

- Standard 11 Internally monitor and maintain the quality of assessment
- LSILADD11 Internally monitor and maintain the quality of assessment

Assessment Information and Links to Accreditation/National Qualifications

This Standard requires workplace assessment/coaching against identified the criteria. Trained Internal Verifiers should be assessed as competent to the Internal Verifier Standard. Assessors making this assessment decision should also be trained to meet the Police Sector Standard for the Training of Assessors (Assessor Standard), similarly internal verifiers trained to the Police Sector Standard for the Training of Internal Verifiers (Internal Verifier Standard).

The learning is pitched at a level 4 on the Qualifications and Credit Framework.

It is linked to the Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice

Progression Opportunities within the National Policing Curriculum

No

3. Learning Outcomes

On successful completion of this module, learners will be able to:

1. Explain the concept of internal quality assurance of the assessment process
2. Explain the role and responsibilities of an internal verifier
3. Apply and evaluate internal assessment and quality assurance systems
4. Support assessors to develop and maintain their own professional competence in accordance with agreed national minimum standards
5. Monitor the quality of assessors' performance
6. Meet relevant external quality assurance requirements
7. Develop and maintain own professional competence (occupational competence, assessment and internal verification skills)

4. Learning Content

1. Explain the concept of internal quality assurance of the assessment process
 - Definition of internal quality assurance
 - Importance of internal quality assurance of the assessment process in the Police Service
 - Benefits of internal quality assurance of the assessment process
 - Range of internal quality assurance systems
 - Concept of proportionality in applying the appropriate internal quality assurance systems
 - Role of Programme Handbooks in setting out minimum internal quality assurance requirements

2. Explain the role and responsibilities of an internal verifier
 - Role requirements and responsibilities of an internal verifier, including:
 - a) Occupational competence/knowledge
 - b) Continuous Professional Development
 - c) Health and safety procedures
 - d) Equal opportunities and access procedures
 - Knowledge and skills requirement of an assessor

3. Apply and evaluate internal assessment and quality assurance systems
 - Identify audit requirements and outcomes for internal verification
 - Record keeping and administration arrangements to support assessment audits
 - Assessment standardisation approaches to ensure assessment standards are applied consistently
 - Underpinning policies and procedures to support consistent assessment practice and continuous improvement of systems
 - a) Complaints procedure
 - b) Appeals procedure

- c) Recruitment, selection and Continuing Professional Development (CPD) of assessors
 - d) Performance measures
 - e) Review of internal quality assurance practices
 - f) Action planning
 - g) Sources of support and guidance
4. Support assessors to develop and maintain their own professional competence in accordance with agreed national minimum standards
- Monitor assessors' occupational and technical experience and skills
 - Induction of assessors to ensure understanding of assessment and record keeping requirements
 - Identify the development needs of assessors and opportunities to support this development
 - a) Principles of assessment
 - b) Candidate needs
 - c) Occupational competence/knowledge
 - Opportunities to standardise assessment decisions and ensure standards are met and maintained
5. Monitor the quality of assessors' performance
- Monitor assessors' performance from planning, conducting assessment, decision making and feedback to candidates
 - a) Equality and access
 - b) Health and Safety
 - c) Data Protection
 - d) Record keeping
 - e) Observation of assessors in action
 - Principles of sampling assessors' decision making
 - a) Sampling plans
 - b) Data collation
 - c) Internal quality assurance requirements
 - Provide feedback to assessors on the quality of their assessment practice and assessment decisions

6. Meet relevant external quality improvement requirements
 - Ensure that the requirements of awarding bodies re internal Quality Assurance are met
 - Complete internal Quality assurance documentation required by the awarding body
 - Understand the role of an external verifier and the relationship with internal verification

7. Develop and maintain own professional competence (occupational competence, assessment and internal verification skills)
 - Continuing professional development requirements and opportunities
 - Sources of support and guidance

5. Learning Resources Available

E learning	No
Immersive Learning	No
Trainer resources	No
Learner resources	No
Assessment resources	No

6. Reference Materials

Recommended Reading

Gravells, A. (2012) *Achieving your TAQA Assessor and Internal Quality Assurer Award*. London, Learning Matters.

Maclean, S. (2006) *Internal Verification: A Straightforward Guide*. Kirwin Maclean

Pontin, K. (2012) *The City and Guilds Practical Guide to Quality Assurance*. City and Guilds.

Race, P., Brown, S., Smith, B. (2005) *500 Tips on Assessment, 2nd Edition*. Abingdon, Routledge

Tummons, J. (2007) *Assessing Learning in the Lifelong Learning Sector*. Exeter, Learning Matters.

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Websites

www.skillsforjustice.com

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