

LEARNING AND
DEVELOPMENT 11
-INTERNAL VERIFICATION
QUALIFICATION

Introduction

Quest (Scotland) Ltd is delighted to offer the accredited qualification **Learning and Development 11 – Internally monitor and maintain the quality of workplace assessment**

Quest has been delivering the assessor and internal verifier qualifications for over 10 years and can deliver them all over the world. Currently we have candidates in Scotland and the Middle East.

The qualification sits at level 8 on the Scottish Credit Qualifications Framework.

By undertaking an Internal Verifier award you'll be able to demonstrate you are competent to internally verify SVQs and other competence-based qualifications.

You need to be competent in the awards you internally verify, hold an assessor qualification and you must work with 2 assessors, with 2 candidates each.

The process you will follow with your assessors is Preparing to carry out internal quality assurance, Planning internal quality assurance, Carrying out planned monitoring of the quality of assessment, Providing assessors with feedback, meeting appropriate external quality assurance requirements

Programme Outline

Induction

Internally
Verify 4
units

Gather
remaining
evidence

Answer
Questions

Complete
qualification

Support from Quest



1. Planning

- Before you start the qualification there are certain logistics to consider and we will make sure you can meet the requirements so that we are sure you can achieve the award.

2. Induction

- The induction will take place over 2 hours and ensure you know the assessment process and have practiced each stage.

3. Your own assessor

- Quest will appoint an assessor to work with you until you complete the award. You may need a mentor or subject expert if Quest doesn't offer the qualification you will assess.

5. Certification from SQA

- We will process your result with SQA on completion of your assessor qualification

Planning before you start

- To achieve the qualification you need to:
 - Work with 2 assessors who assess 2 candidates for 2 units each
 - Select vocational units
 - Be competent in the subject

Note

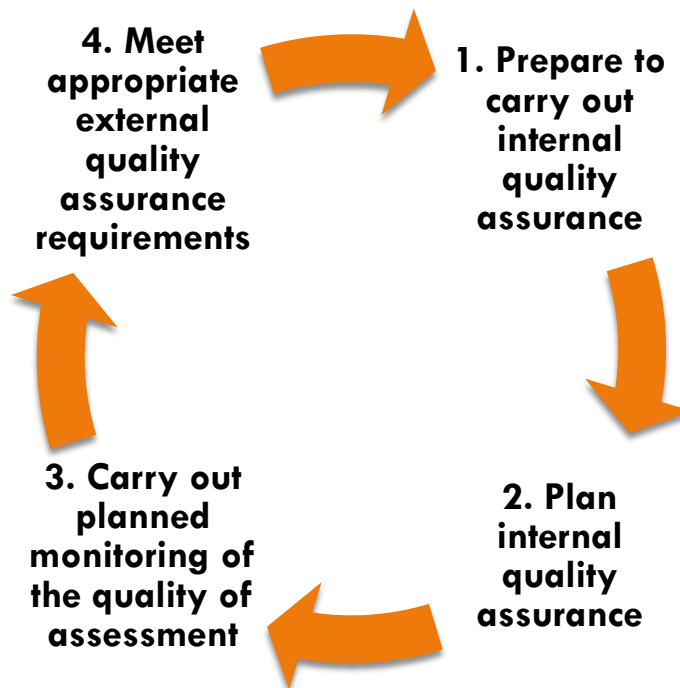
The time you take to complete the qualification depends on the time your two assessors take to assess their candidates.

Normally it takes about 6 months. We will provide support for 1 year.

If you are verifying competence of candidate in a classroom with tests or observation such as is used in First Aid Training, there is a different Learning and Development Qualification specifically designed for verifying non-vocational qualifications.

Quest will discuss and agree all of the above before you start in order to make sure you complete the qualification.

Induction



Objectives

During the 2 hours we will cover:

- What does an internal verifier do?
 - **Prepare to carry out internal quality assurance**
 - **Plan internal quality assurance**
 - **Carry out planned monitoring of the quality of assessment**
 - **Meet appropriate external quality assurance requirements**
- Review paperwork and policies
- What do you need to do to achieve your L&D11 Internal Verifier Qualification?
- Agree the logistics and how it will work

Before the induction you should bring along a CV, Job Description and Company Structure.

Next steps

Gather evidence

- Quest have a pre-set candidate pack for L&D11 candidates and you can gather the evidence detailed on your assessment plan.
- This includes evidence of how you prepare, plan with the assessors, internally verify their work, give feedback and meet quality requirements.

Observation

- You will be observed by your assessor at some point
- Observation of the verifier-candidate monitoring the activities of one assessor. The observation need only cover a sample of the monitoring activities such as planning, feedback, or standardisation.

Answer knowledge questions

- Once you have verified the units, you will use this evidence for your portfolio.
- You will answer some questions too.

Quest has its own ePortfolio where you can upload your evidence.

This means you and your assessor can check work before any progress meetings and also means we can deliver the award anywhere.

Of course, not everyone has access to computers so paper portfolios can be used too.