

2nd Chance First Aid

Internal Verification / Quality Assurance Policy



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Internal Verification /Quality Assurance Policy

1. Introduction

1.1

Internal Verification is the process of confirming that the assessment decisions made by all associated with **2nd Chance First Aid/ITC First** are accurate and consistent and that the evidence for this process is properly produced and maintained.

1.2

2nd Chance First Aid internally verifies that the internal assessment decisions made by those employed by **2nd Chance First Aid** comply with the standards published by the Awarding Organisation or official guide to the qualification.

1.3

2nd Chance First Aid also uses the opportunity provided to verify that assessment evidence is collected fairly, consistently and efficiently and that administrative procedures are correctly followed.

2. Resources required

2.1

Tutors [Internal Assessors} will have the qualifications and experience to deliver [train and assess] the qualification identified.

2.2

2nd Chance First Aid will appraise [teaching] and verify [assessment] its staff once per year and record the outcome of the annual review on **ITC First** document PR6. These suitable staff for undertaking an annual review will be **2nd Chance First Aid** Internal Verifiers.

2.3

2nd Chance First Aid Internal Verifiers will be approved by **ITC First**.

2.4

2nd Chance First Aid Internal Verifiers will hold a teaching qualification, an Internal Verifier qualification or be suitably experienced in assessing the qualification delivered [suitable experience, for **2nd Chance First Aid** purposes, will be defined by the number of training courses logged on the ITC Website]. **2nd Chance First Aid** Internal Verifiers are expected to have delivered [trained + assessed] more than 12 courses and be current [delivered 3+ courses in previous 12 months].

3. Method

3.1 **ITC First** assessment methods require candidates to be continually assessed throughout the course. **2nd Chance First Aid** staff training and internal verification ensures that evidence of appropriate decisions is recorded throughout the training day.

3.2 **2nd Chance First Aid** trainers will support assessment decisions with appropriate supporting comments on the assessment documentation for each candidate, as required by **ITC First**.

3.3 The **2nd Chance First Aid** Internal Verifier will review assessment decisions, evidence taking and administration activity performed by the tutor. Ideally the assessment decisions of the tutor and verifier should agree. The process is designed to identify differences in interpretation and maintain a common interpretation within **2nd Chance First Aid** tutors. Constructive analysis of the decisions made is to be encouraged.

3.4 Where assessment decisions differ, the tutor [Internal Assessor] and verifier will discuss decisions and interpretation of published assessment guidance documents. This discussion will be recorded. If further staff training is required, this will be identified by **2nd Chance First Aid** and provided by **2nd Chance First Aid**.

3.5 Internal verification documentation (Appendix 1 of this policy document or PR6), will be completed and retained for review and be available for **ITC First** and/or its regulators to view.

3.5 Verification documentation will be forwarded to **ITC First** and archived on the **ITC First** website database.

