

OPITO

Internal Verifier



OPITO Standard Code 9020, JTN Course Code – OPI 002

AIM & OBJECTIVES

The aims and objectives of this module is to emphasise that the primary role of an Internal Verifier (IV) is to monitor the work of all qualified assessors involved within an organisations' Competence Management System (CMS) and to ensure that they are applying the assessment criteria for the competency of skills consistently throughout all assessment activities.

COURSE CONTENT

On completion of this training, the delegate should be able to demonstrate the sampling methods required to verify assessment decisions.

As a verifier you are responsible for:

- Ensuring that assessors follow the assessment guidelines provided.
- Advising and supporting assessors to assist them in interpreting and applying the assessment criteria for competency and demonstration of knowledge requirements.
- Sampling assessment activities, methods and records to monitor consistency of assessment decisions.
- Providing assessors with prompt, accurate and constructive feedback on their assessment decisions.
- Undertaking an active role in raising and disseminating issues of good practice, consistency and quality assurance in assessment practice.
- Ensuring that equal opportunities and anti-discriminatory practices are upheld in the assessment process.
- Liaising with assessors, candidates and the external verifier to implement the quality assurance requirements of the assessment system.
- Managing a team of assessors.
- Ensuring that records and assessment documentation are completed in a timely manner to allow certification to take place.
- Countersigning all assessment documentation.

WHO SHOULD ATTEND

Individuals within an organization who are designated to be Internal Verifiers. These should be identified from within the assessor pool.

PREREQUISITES

- Delegates must have an OPITO Approved Competence Assessor certificate or nationally recognised equivalent, and relevant experience as an assessor in the workplace (i.e.) have an assessment record covering a minimum of two stand-alone units of competence.
- Have access to a minimum of two assessors undergoing an assessment process to verify

LOCATION

Training and Theory Assessment

- JTN Training Centre, Miri, or
- Client's premises if suitable facilities are available*

DURATION

1.5 day

PARTICIPANTS

Minimum of 2, Maximum of 8

If this overview does not provide the information you require, please get in touch with us at contact@jtntechnicalservices.com

It is important to be as specific as possible about the information you would like, as this will help us to respond accurately and promptly. Where possible, please include a contact telephone number/ Skype screenname so we can contact you to discuss your request when necessary.

*Additional costings and changes in minimum & maximum participants may apply.

jtntechnicalservices.com