

OPITO

Internal Verifier



OPITO Standard Code 9020, JTN Course Code — OPI 002

AIM

The aims of this module is to provide training so that delegates acquire the necessary knowledge & skills which underpin the tasks to be performed as an Internal Verifier.

COURSE OBJECTIVES

On completion of this training, the delegate should be able to :

- explain the purpose and scope of internal verification and recognize the roles and responsibilities involved in quality assurance
- recognize how to support assessors.
- monitor and verify assessment records
- ensure record keeping and feedback are robust
- assure the competency process

WHO SHOULD ATTEND

Individuals within an organization who are designated to be Internal Verifiers.

PREREQUISITES

There are no formal delegate pre - requisites, although delegates must provide evidence that they have access to a minimum of two assessors undergoing an assessment process to verify in their workplace

WORKPLACE EVIDENCE REQUIREMENTS

The following assessment evidence, generated in the workplace, is to be provided by the delegate to the training provider as soon as possible, but within **twelve months** of completion of the OPITO Internal Verifier training course.

Workplace evidence submitted must be sufficient to meet all the evidence requirements. This evidence will be assessed by the training provider **prior** to issuing an OPITO certificate.

Should the OPITO Internal Verifier certification not be achieved within twelve months, delegates are to re - take the post course questionnaire and participate in the practical exercises to ascertain their skills, knowledge and understanding of the internal verifier role.

Evidence Requirements

In order to complete this training programme, delegates must submit as a minimum the verification - related documentation listed below to the OPITO Training Provider within twelve months of completing the course.

Two (2) assessors must be verified in the workplace and the same two assessors must be used throughout the verification process.

Submitted evidence to include:

- a) a sampling plan which includes a minimum of two assessments carried out by two assessors
- b) individual verification plans for each assessor
- c) records of verification of two stand – alone competence units for each assessor
- d) records showing how the verification decisions were reached for each assessor (ie) interim & summative Sampling reports
- e) records of verification feedback for each assessor
- f) IV observation reports on Assessor Performance
- g) a completed agenda form for a standardization meeting between assessors and verifiers
- h) minutes of the meeting
- i) a record of Completed verifications

LOCATION

Training and Theory Assessment

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

DURATION

1 Day

PARTICIPANTS

Minimum of 2, Maximum of 8

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