OPITO Internal Verifier Training & Certification

🕐 **Duration**: 3–Days, 4 hours per day

✎ **Method of Tuition**: Zoom App

👤 **Participants**: Minimum of 2, Maximum of 8

Introduction

The aim of this course is to enable the delegate to effectively manage the delivery and quality assurance of the assessment process, to ensure that workplace assessments of individuals' competence and performance meet relevant quality standards.

This is an instructor-led course. Upon completion of this training, the delegates should have acquired the required knowledge and skills to successfully lead a team of assessors in a professional leadership role rather than as a line manager, supporting their assessors and monitoring their performance throughout the assessment process.

Key Accountabilities

- **Schedule the delivery** of assessments, allocating workload appropriately to Assessors and planning quality assurance activities, to ensure that all the requirements of the quality assurance system are met and to ensure adherence to deadlines.

- **Monitor and evaluate** the performance of Assessors, to provide assurance that internal standards are being met and to support Assessors' personal development planning.

- **Organize and lead standardization** and professional development activities for Assessors, to ensure a consistently high quality of assessment and the continuing professional development of Assessors.

- **Resolve candidate appeals**, referring these through the management chain where necessary to ensure consistency and fairness in assessment decisions and to protect and enhance the reputation of the assessment process.

- **Maintain complete records of all activities**, to ensure that Internal Verification activities are open to wider internal and (where relevant) external quality assurance.

- **Contribute to the development** of quality assurance policies, practices and standards to support consistent assessment practice and continuous improvement of systems.

Learning Outcomes

Upon completion of the training, candidates will 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 Assessment-related terminology

- monitor and verify assessment records

- ensure record keeping and feedback are robust

- assure the competency process

Target Audience

This course has been developed for individuals within any organization who are designated to be internal verifiers.

Pre-requisites

There are no formal educational pre-requisites for this course, however, the following is essential in order to successfully complete the award. Delegates must:

1. be capable of reading and understanding the English language

2. have access to a minimum of two assessors undergoing an assessment process to verify in their workplace

3. have the time available to complete all portfolio and monitoring requirements within a 12-month period

Course Contents

Delegates attending this Internal Verifier training will be given a series of demonstrations and explanations by the course Instructor. This will allow them to identify what they are expected to know and how to do it.

During the training, the delegates will also be given practical exercises to complete. This will allow for the skills, knowledge, and understanding of the Internal Verifier role, to be practiced under supervision of the Instructor, giving the delegate the opportunity to seek clarification, or advice, where required.

Module 1 – Introduction to Verification

• Element 1.1   Introduction to Internal Verification

Module 2 – The Internal Verifier's Role

• Element 2.1   Supporting Assessors
• Element 2.2   Monitoring and Verifying the Quality of Assessments
• Element 2.3   Record Keeping and Feedback
• Element 2.4   Assuring the Competency Process

Workplace Evidence Requirements

Following the 3 -day training, the delegates are to gather assessment evidence within their own workplace. All workplace evidence that is submitted must be sufficient to meet all the OPITO Internal Verifier Standard requirements.

Two workplace assessors must be monitored in the workplace and these two should remain until completion of the portfolio. As a minimum, the below documentation should be submitted:

• A minimum of one IV sampling plan, which includes a minimum of two assessment decisions made by two assessors

• IV report(s) that include the results of internal verifications, covering both assessors and two of their assessment decisions plus copies of the assessment records used in reaching each IV decision

• Evidence that documented feedback has been provided to both assessors and has been signed by both assessors

• Evidence of a minimum of one standardization activity carried out by the delegate

Knowledge Assessment

The delegates will also complete an **open book** written test (60 minutes), as invigilated by the course Instructor, which will test the knowledge of the theory learning outcomes of the OPITO Internal Verifier Training Standard.s

Certification

At the end of the 3-day online instructor-led training, the candidates will be issued with **OPITO Internal Verifier Certificate of Attendance**. This dated certificate will mark the beginning of the 12-month timeframe in which delegates are to complete their portfolios

> **Note!** This Attendance Certificate does not authorize the holder to carry out any quality assurance verifications.

Upon completion of all requirements, as set by the OPITO Internal Verifier Training Standard, delegates will be issued with a "**OPITO Internal Verifier Certificate**", details of which will be sent to OPITO for registration in their Vantage database system. This is a database which holds the training records of all successfully completed OPITO-approved training or assessments.

This is a one-time certificate with no expiration date.