

Internal Verifier Workplace Evidence



Product Code OGOS – SQ04

OVERVIEW

This module is to allow trainee internal verifiers (Learners) to demonstrate they have gained sufficient knowledge and skills to allow them to undertake the role in their workplace.

OUTCOMES

To achieve the OPITO Internal Verifier Qualification the learner must complete the following learning outcomes:

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| Outcome 1 | Develop a Sampling Plan |
| Outcome 2 | Produce an Internal Verification Report |
| Outcome 3 | Accurately Record Feedback |
| Outcome 4 | Carry out a Standardization Activity |

WORKPLACE EVIDENCE REQUIREMENTS

To achieve the OPITO Internal Verifier Qualification, learners must submit as a minimum the verification - related documentation listed below to the OPITO Training Provider within **eighteen months** of completing the OPITO Internal Verifier Initial Training.

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 assessment decisions made by two assessors
- b) 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.
- c) Evidence that documented feedback has been provided to both assessors and has been signed by both assessors.
- d) Evidence of carrying out a minimum of one standardization activity.
- e) Evidence of actively participating in at least one standardization meeting

WHO SHOULD ATTEND

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

CERTIFICATION

Learners successfully completing the Workplace Evidence Requirements will be awarded an OPITO Internal Verifier Vocational Qualification, which has no validity.

PREREQUISITES

Learners **MUST**:

- be in possession of an OPITO Internal Verifier Initial Training Certificate.
- have access to a minimum of two assessors undertaking an assessment process to internally verify at their workplace.
- be capable of reading and understanding the English language.

LOCATION

- Learner's normal workplace