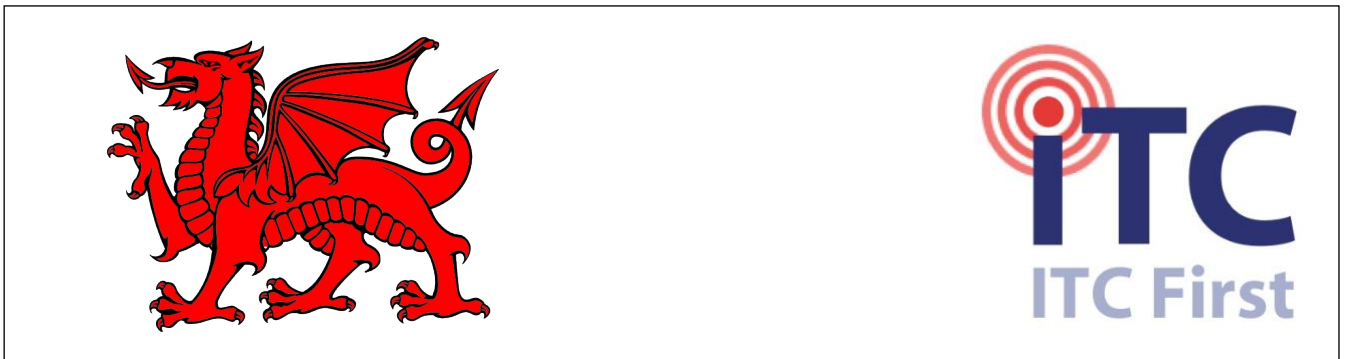


Red Dragon First Aid

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 **Red Dragon First Aid/ITC First** are accurate and consistent and that the evidence for this process is properly produced and maintained.

1.2

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

1.3

Red Dragon 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

Red Dragon 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 **Red Dragon First Aid** Internal Verifiers.

2.3

Red Dragon First Aid Internal Verifiers will be approved by **ITC First**.

2.4

Red Dragon 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 **Red Dragon First Aid** purposes, will be defined by the number of training courses logged on the ITC Website]. **Red Dragon 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. **Red Dragon First Aid** staff training and internal verification ensures that evidence of appropriate decisions is recorded throughout the training day.

3.2 **Red Dragon 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 **Red Dragon 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 **Red Dragon 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 **Red Dragon First Aid** and provided by **Red Dragon 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.

APPENDIX 1: Internal Verification Record

Qualification:	Assessor:
IV Assessor:	Date:

Candidate	Activity Assessed	Assessment Method	Assessor Assessment	IV Assessor Assessment

COMMENTS – to be completed by IV Assessor

Were assessments completed in accordance with ITC requirements and appropriate to the activities?	Yes	No
Have any discrepancies with assessments been discussed with the assessor?	Yes	No