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Version 4: 19th September 2024	**Review next due: September 2025**

Project Challenge

Internal Verification Policy and Quality Assurance

Internal Verification Policy

1. Introduction

1.1
Internal Verification is the process of confirming that the assessment decisions made by tutors at PROJECT CHALLENGE are accurate and consistent and that the evidence for this process is properly produced and maintained.

1.2
PROJECT CHALLENGE internally verifies that the internal assessment decisions made by those employed by PROJECT CHALLENGE comply with the standards published by the Awarding Body or official guide to the qualification.

1.3
PROJECT CHALLENGE also uses the opportunity provided to verify that assessment evidence is collected fairly, consistently and efficiently and that administrative procedures are correctly followed.

1.4
PROJECT CHALLENGE currently uses Pearson/Edexcel qualifications and follows all Pearson/Edexcel verification processes.

2. Resources required

2.1
Tutors will have the qualifications and experience to deliver the qualification identified.

2.2
PROJECT CHALLENGE will appraise teaching and verify assessment of appropriate staff annually. These suitable staff for undertaking an annual review will be PROJECT CHALLENGE Quality Manager.

2.3
PROJECTCHALLENGE tutors and Internal Verifiers will attend a minimum of 4 standardisation meeting per year.

2.4
PROJECT CHALLENGE Internal Verifiers will hold or be working towards a teaching qualification, an Internal Verifier qualification or be suitably experienced in assessing the qualification delivered.

2.5
PROJECT CHALLENGE will use Pearson standardised BTEC internal verification forms.

3. Method

3.1 PROJECT CHALLENGE staff training and internal verification ensures that evidence of appropriate decisions is recorded on relevant training sessions.

3.2 PROJECT CHALLENGE tutors will support assessment decisions with appropriate supporting comments on the assessment documentation for each candidate, as required by Pearson/Edexcel.

3.3 The PROJECT CHALLENGE 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 with PROJECT CHALLENGE tutors. Constructive analysis of the decisions made is to be encouraged.

3.4 Where assessment decisions differ, the tutor 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 PROJECT CHALLENGE and provided by PROJECT CHALLENGE.

3.5 Internal verification documentation will be retained for review and available for Pearson/Edexcel and external funding bodies to view.

3.5 Where the OSCA has not been passed verification documentation will be forwarded to the relevant Pearson/Edexcel Standards Verifier

4. IV Schedules

4.1 The IV process is undertaken when units are completed by learners. New members of teaching staff have 100% of their assessments IVd, which is reduced by agreement to 50% and 25%. New qualifications are also IVd at 100% to ensure standards are being maintained.

4.2. PROJECT CHALLENGE will ensure that all learners work and all units are internally verified according to the grid (see appendix).

5. LIV Registration
For 2023/24 the following have been registered as Lead IV:

FS English Speaking and Listening – Keith Butterick
Introductory to Hospitality and Tourism – Keith Butterick
Introductory to Sport – Keith Butterick
Public Services – Keith Butterick

6. Standardisation Meetings
PROJECT CHALLENGE has a Curriculum and Standardisation meeting every three months at which issues relevant to both are discussed.

7. Assignment IV
Assignment IV is undertaken by the Quality Manager within four weeks of assignment being completed by a learner.

8. Staff Roles and Responsibilities

Management Board
Lorna Butterick: Business Manager
Tom Harnett: Operations Manager
Stacey Wood: Pastoral Manager
Keith Butterick: Quality Manager, Edexcel Quality Nominee
Katie Brander: Admin and Finance Manager, Exams Officer

Active8:	Ignite:	Ngage:
Tutor: Tom Harnett **Support: Camilla Moore; Amy Eckersley** **Learning Support Worker: Lauren Obermuller** **BTEC Introductory Award in Sport; Introductory Certificate in Sport** Delivering: Unit A1: Being Organised Unit A2 Developing a Progression Plan Unit SP5: How Exercise Affects the Body Unit SP6: Training for Fitness Unit 7: Playing Sports	**Tutors: Stacey Wood/Tom Harnett/Matthew Smith** **Support: Amy Eckersley** **Learning Support Worker: Amy Wassall** **T4SL: Level 1 Introductory Award in Public Services; T4SH Level 1 Introductory Certificate in Public Services** Delivering: Unit A1: Being Organised Unit A2: Developing a Progression Plan Unit PS6: Taking Part in Fitness Testing Unit PS12: Taking part in Sport and Adventurous Activity	**Tutor: Stacey Wood** **Support: Julien Gumbs; Amy Eckersley** **Learning Support Worker: Amy Wassall** **BTEC Level 1 Award in Hospitality and Tourism; Level 1 Extended Award in Workskills** Delivering: Unit A2: Developing a Progression Plan Unit 2: Selecting and Applying for a job Unit HT5: Preparing and Cooking Food Unit 16: Participating in work experience Unit 14: Meeting Customer Needs
Maths and English Functional Skills Tutors From E1 to Level 2 **English: Kate Tavana** **Maths: Emma Greenwood**		