



Volleyball England Internal Verification Policy Version 5 Updated May 2017 (for 1st4sport Qualifications Only)

Scope

This policy has been designed to promote quality, consistency and fairness throughout delivery, assessment and internal verification activities. It aims to ensure that standards of delivery and assessment are maintained over time. This document is applicable to everybody involved in delivery, assessment, administration, management, verification and moderation of any 1st4sport qualification delivered within Volleyball England.

The designated Project Delivery Team Lead and Technical and Talent Coordinator are responsible for ensuring that the internal verification strategy and sampling plans are effectively established, implemented and maintained.

For qualifications where, because of the size or geographic spread of assessments, more than one internal verifier is required to ensure the quality, an Internal Verification Team (IVT) is established.

Where an IVT is required, one verifier is identified and allocated to take on the role of a 'Lead IV', ensuring that the internal verification strategy and sampling plans are effectively established, implemented and maintained by the IVT.

Where only one IV is needed to cover the centre's activities for a specific qualification, the IV is responsible for establishing the IV sampling strategy, sampling plan and subsequent implementation.

Verification and Quality Assurance Aims

The aim of internal verification and internal quality assurance is to ensure effective management of delivery, assessment and verification processes, effective support for delivery, assessment and verification personnel, and to quality assure the outcomes of delivery and assessment in-line with 1st4sport and national requirements.

Verification and Quality Assurance Objectives

Internal Verification and Internal Quality Assurance objectives propose to:

- Operate from established verification and quality assurance policy and procedures that are reviewed where required in-line with the centres quality control arrangements
- Ensure an effective induction is provided for all members of the delivery, assessment and verification teams, as required
- Ensure effective appraisal and support for all members of the delivery, assessment and verification teams

- Ensure that the delivery, assessment and verification teams understand and follow all the centre policies and procedures
- Ensure the centre will embed equality and diversity throughout the delivery, assessment, internal verification and internal quality assurance activities
- Ensure quality via accurate and effective delivery to, and assessment of, all learners
- Monitor and ensure consistency of delivery and assessment outcomes via appropriate interpretation of 1st4sport's specific qualifications and/or national requirements
- Review and evaluate the quality and consistency of delivery and assessment at different stages of the learning programme and assessment process
- Maintain accurate and current records of internal verification, moderation and internal quality assurance
- Standardise all components of the delivery and assessment where appropriate
- Carry out continuous improvement activities to ensure compliance with all corrective actions and best practice guidelines requested by the external verifier/1st4sport Quality Management Team

Verification Strategy

The purpose of this strategy is to ensure that Volleyball England complies with 1st4sport's internal verification/moderation requirements and/or the national standards.

Strategic objectives

- All personnel with internal verification/moderation responsibilities are suitably trained/qualified to undertake this role
- All tutors, assessors and internal verifiers are aware of the internal verification policy and strategic objectives and can facilitate its implementation
- Tutors, assessors and internal verifiers personnel development needs are taken into consideration
- Trainee and newly qualified internal verifiers are given the necessary support to fulfil their duties effectively
- A selected sample of 25% of course delivery, learner's evidence or assessor feedback is internally verified from 25% of the courses authorised at each level of qualification
- All tutors, assessors and internal verifiers attend a minimum of one standardisation activity per cycle
- Records and documentation of assessment and internal verification decisions are maintained for external verification purposes
- All assessment and internal verification records per learner are maintained for a period of two years after certification has occurred
- We aspire that all tutors, assessors and all types of course and assessment (including direct observation of assessment practice) are internally verified over a two-year period (where appropriate)



Internal Verification Interventions

Volleyball England carries out internal verification interventions to ensure the consistency of delivery and assessment across all Volleyball England tutors/ assessors. IV visits are constructive, developmental and help tutors and assessors improve their practice.

The priorities are:

1. Newly trained tutors and assessors
2. Tutors and assessors with a high frequency of delivery
3. Tutors and assessors identified as having less than positive feedback
4. Tutors and assessors with a low frequency of delivery
5. All other tutors and assessors who do not fall into any of the above categories

IV Visits include:

- Observation of courses/ assessments
- Sampling of assessment evidence
- Learner interviews (face to face/via telephone)
- Standardisation activities and/or meetings

Internal Verification Procedure

Step 1: The designated Project Delivery Team Lead prepares an annual internal verification plan for courses and assessment ensuring the plan covers a range of levels, days, disciplines, tutors and assessors. Where an advance plan of courses is not in place, the designated Project Delivery Team Lead will decide which courses will be internally verified, in line with the above listed priorities, on an ongoing basis as courses are organised.

Step 2: The designated Project Delivery Team Lead deploys internal verifiers to undertake IV Visits

Step 3: Internal verifiers complete the relevant paperwork and provide feedback and action plans for the tutor/assessor, venues and Volleyball England.

Step 4: Relevant paperwork is sent to designated Project Delivery Team Lead

Step 5: The designated Project Delivery Team Lead follows up on actions with venues and Volleyball England. Internal verifiers follow up tutor/assessor action plans at the next visit

Step 6: Evidence and feedback is made available to 1st4sport external verifiers when required