

Police Sector Standard for the Training of Internal Verifiers

national **AGENCY** POLICING

Version 1
January 2010

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1 Target Groups

1.1 Required

This standard defines the minimum learning required for internal verifiers in the Policing sector.

This learning is aimed at personnel within the Police Service who establish and maintain the quality of assessment decisions and practices for internally assessed competence or performance of others to agreed standards, criteria and competencies. This includes the internal verification of national learning programmes such as Professionalising Investigation Programme, Initial Police Learning and Development Programme, Police Race and Diversity Learning and Development Programme, Recruitment and Promotion of Police personnel, Leadership development and also internal verification for Performance and Development Review processes. Please note that this list is not exhaustive.

This standard for internal verifiers compliments the Police Sector Standard for the Training of Assessors and meets the requirements of the Skills for Justice Assessment Strategy for the Qualifications and Credit Framework (QCF) awards that are not NVQs. That is, assessors and internal verifiers are required to be trained in their role, i.e. "trained" rather than "qualified". This standard defines the learning required for the "trained verifier" role whilst still providing sufficient knowledge and skills to address relevant internal verification awards as required (i.e. NVQ V1 unit; Conducting Internal Quality Assurance Of The Assessment Process).

This learning addresses the generic skills required to perform the role of internal verifier in a range of fields of work. Learners should have a clear understanding of the field of work and roles that they will be required to verify and be occupationally competent/knowledgeable in these areas.

This learning will not address the occupational competence, knowledge or performance associated with specific roles learners will be verifying.

External verification is the responsibility of Awarding Bodies, as relevant.

1.2 Optional

Not applicable - this learning is applicable to all those involved in internal verification of assessment in the Police Service.

2 Module/Unit Summary

The learner will achieve an understanding of 'internal quality assurance of assessment process' theory and practice; the underpinning knowledge of verification practices from strategies to quality assure assessment, support and develop assessors and verify/standardise the assessment process.

The module maps fully to the V1 standard, "Conduct internal quality assurance of the assessment process". It is, however, optional whether a learner progresses to achieve the unit qualification.

3 Learning Outcomes

Achievement of this learning will enable the individual to:

1. Explain the concept of internal quality assurance of the assessment process
2. Explain the role and responsibilities of an internal verifier
3. Apply and evaluate internal assessment and quality assurance systems
4. Support assessors to develop and maintain their own professional competence in accordance with agreed national minimum standards
5. Monitor the quality of assessors' performance
6. Meet relevant external quality assurance requirements
7. Develop and maintain own professional competence (occupational competence, assessment and internal verification skills)

4 Module/Unit Content

1. Explain the concept of internal quality assurance of the assessment process

- Definition of internal quality assurance
- Importance of internal quality assurance of the assessment process in the Police Service
- Benefits of internal quality assurance of the assessment process
- Range of internal quality assurance systems
- Concept of proportionality in applying the appropriate internal quality assurance systems
- Role of Programme Handbooks in setting out minimum internal quality assurance requirements

2. Explain the role and responsibilities of an internal verifier

- Role requirements and responsibilities of an internal verifier, including:
 - Occupational competence/knowledge
 - Continuous Professional Development
 - Health and safety procedures
 - Equal opportunities and access procedures
- Knowledge and skills requirement of an assessor

3. Apply and evaluate internal assessment and quality assurance systems

- Identify audit requirements and outcomes for internal verification
- Record keeping and administration arrangements to support assessment audits
- Assessment standardisation approaches to ensure assessment standards are applied consistently

- Underpinning policies and procedures to support consistent assessment practice and continuous improvement of systems
 - Complaints procedure
 - Appeals procedure
 - Recruitment, selection and Continuing Professional Development (CPD) of assessors
 - Performance measures
 - Review of internal quality assurance practices
 - Action planning
 - Sources of support and guidance

4. Support assessors to develop and maintain their own professional competence in accordance with agreed national minimum standards

- Monitor assessors' occupational and technical experience and skills
- Induction of assessors to ensure understanding of assessment and record keeping requirements
- Identify the development needs of assessors and opportunities to support this development
 - Principles of assessment
 - Candidate needs
 - Occupational competence/knowledge
- Opportunities to standardise assessment decisions and ensure standards are met and maintained

5. Monitor the quality of assessors' performance

- Monitor assessors' performance from planning, conducting assessment, decision making and feedback to candidates
 - Equality and access
 - Health and Safety
 - Data Protection
 - Record keeping
 - Observation of assessors in action
- Principles of sampling assessors' decision making
 - Sampling plans
 - Data collation
 - Internal quality assurance requirements
- Provide feedback to assessors on the quality of their assessment practice and assessment decisions

6. Meet relevant external quality improvement requirements

- Ensure that the requirements of awarding bodies re internal Quality Assurance are met
- Complete internal Quality assurance documentation required by the awarding body
- Understand the role of an external verifier and the relationship with internal verification

7. Develop and maintain own professional competence (occupational competence, assessment and internal verification skills)

- Continuing professional development requirements and opportunities
- Sources of support and guidance

5 Reading List

5.1 Required Reading

ENTO (2004) *Excellence in assessment and verification - Putting it into Practice*, Read On Publications Ltd

Ollin, R, Tucker, J (2008) *The NVQ Assessor, Verifier and Candidate Handbook: A Practical Guide to Units A1, A2 and V1, and STTTLSS Domain E*, Kogan Page Ltd; 4th Edition

5.2 Recommended Reading

6 Delivery Method

Pre-read/E-learning
Classroom based learning

7 Pre/Co-requisites

7.1 Pre-requisites

Learners will be trained or qualified assessors (Police Sector Standard for the Training of Assessors or the NVQ A1 award) and have sufficient experience of conducting assessments of the specific national occupational standards they are verifying or in an appropriate and related occupational area.¹

7.2 Co-requisites

None

8 Progression Routes

This learning can be used to support achievement of the NVQ V1 award as required.

9 Assessment

There is no formal assessment associated with this learning. However, it is recommended that on completion of this learning programme all new verifiers are initially mentored and supported whilst carrying out their role as a verifier.

¹ ENtO Learning and Development Assessment Strategy