

Assessment and Internal Verification Policy

Up-Skilled Ltd (hereafter Up-Skilled) will take steps to ensure that learners are assessed for suitability prior to commencing their chosen learning programme.

This will take place primarily through discussion and skill scanners although, employer/ manager testimony, inspection of evidence which supports/ relates to the course criteria and skills tests (Math's & English) and/ or a combination of the aforementioned will be used as deemed necessary in order to ensure that due diligence has been applied in ensuring and providing feedback to the learner in regards to any skills or knowledge gaps that will require to be filled during the assessment process.

The assessment of suitability process will be applied to all learners who will be assessed according to their ability and experience.

Up-Skilled will ensure all assessment and internal verification activities conform to the qualification specification and the registered awarding body's standards. We will ensure that all evidence is valid, authentic, reliable, current and sufficient.

We will hold regular standardisation and team meetings with assessors, tutors and internal verifiers:

- As a minimum, meetings between assessors and managers will take place monthly on a formal or informal basis. Good practice and standardisation relevant information will be cascaded to assessment teams as necessary.
- Formal, mandatory standardisation meetings will take place on a quarterly basis as a minimum although QA staff/ management may increase the number of required standardisation meetings as a reflection of the activity within the business and requirements of the QA process in order to maintain high standards of compliance with AO requirement and feedback.

Standardisation activity would typically include:

- Actions from previous standardisation meetings.
- Resources, Health & Safety, Equality & Diversity issues.
- Progression and achievement of learners.
- Examples of learners work to standardise.
- Good practice from assessors.
- Areas for improvements.
- Internal quality assurance reports.
- External quality assurance reports.
- Awarding Organisation information and qualification updates.

Up-Skilled internal verification procedures are detailed fully within the 'Up-Skilled IQA Handbook'.

All assessors should be qualified with a relevant vocational assessment qualification as well as industry relevant qualification/ be able to demonstrate sufficient experience to assess vocational competence and this must be approved by AO's prior to assessment activity taking place.

There will be initially 50% sampling of all new assessors, then this will be reduced to a 20% sampling of experienced assessors and assessors will be RAG rated. In cases where there may be concerns all candidate work will be sampled. The verifier will sample a range of assessors, candidates and units and will keep records of these. There will be feedback to the assessor on the sampling undertaken.

This policy should be read in conjunction with Up-Skilled IQA Handbook.