



NTIA

Internal Verification Policy

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Policy Statement

“NTIA aims to provide consistent and reliable assessment decisions which meet the needs of learners and are in line with national requirements and relevant codes of practice”

Statement Of Principles

Quality of verification decisions across all occupational areas

- We will act as a link with the Awarding body
- We will implement quality assurance and standardisation procedures

Qualified Quality Assurers (CQL's) across the company

- We will provide a lead IQA who will oversee sampling decisions of CQL's and ensure quality assurance is being upheld.
- We will provide CQLs who will be responsible for the quality assurance and verification of assessment decisions, developing and supporting assessors and managing the quality of occupational delivery
- We will ensure CQLs meet external quality assurance requirements

Qualified assessors across all occupational areas

- We will provide assessors who will be responsible for ensuring that evidence is judged fairly and objectively against national standards
- We will ensure assessment decisions are judged according to currency, validity, authenticity, reliability, and sufficiency

Individualised Assessment

- We will provide opportunities for all learners to be assessed in ways which suit them best and are in line with national standards and the relevant assessment guidance as depicted on individual units.
- We will provide an acceptable assessment environment in line with our equality of opportunity and disability policy statement

Support for assessment

- We will provide effective and timely support for learner assessment
- We will provide guidance and support to help learners progress towards their achievement goals

Achievement through assessment

- We will provide guidance and support to encourage learners to progress to further assessment opportunities
- We will recognise and value a variety of individual achievements including that of the RPL and credit transfer opportunities.

Responsibility And Duties

- All assessors and staff have a responsibility to ensure the successful implementation of the Quality Assurance/Verification Policy
- Lead IQA has responsibility through staff and director meetings for setting and agreeing actions to ensure this policy is implemented
- NTIA is committed in its role as an employer and training provider to the implementation of the Quality Assurance/Verification Policy

Scope

Assessment Policy Statement only applies if the company has an element of control. Where external assessments are concerned, the policies and practices of the awarding body must be followed

Review Procedure

The policy will be reviewed annually.