# CPD Toolkit Template:

## SVQ unit: Internally Monitor and Maintain the Quality of Workplace Assessment at SCQF level 8 — Code: J8RT 04

| Performance:  What the internal verifier or internal verifier-candidate must do: | Supporting procedures | I already include in my practice = C  I need to include in my practice = X |
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| **1. Prepare to carry out internal quality assurance:**  (a) Prepare for the internal verification process by ensuring that all relevant information and intelligence have been identified, gathered and utilised. |  |  |
| (b) Establish an appropriate sampling strategy to meet the requirements of the assessment and quality assurance process. |  |  |

| Performance:  What the internal verifier or internal verifier-candidate must do: | Supporting procedures | I already include in my practice = C  I need to include in my practice = X |
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| **2. Plan internal quality assurance:**  (a) Establish an appropriate sampling strategy to meet the requirements of the assessment and quality assurance process. |  |  |
| (b) Plan the implementation of sampling strategy and monitoring activities. |  |  |
| (c) Prepare monitoring activities according to the requirements of the sampling strategy. |  |  |

| Performance:  What the internal verifier or internal verifier-candidate must do: | Supporting procedures | I already include in my practice = C  I need to include in my practice = X |
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| **3. Carry out planned monitoring of the quality of assessment:**  (a) Determine whether assessment processes and systems meet and operate according to relevant quality assurance and regulatory requirements. |  |  |
| (b) Verify that assessors meet relevant assessment strategy requirements and that assessment plans are appropriate. |  |  |
| (c) Check that assessments are planned, prepared for and carried out according to agreed principles of assessment procedures. |  |  |
| (d) Check that assessment methods are valid, authentic, reliable, robust, and current. |  |  |
| (e) Sample assessor decisions to ensure that they are consistent, reliable, and valid and meet the assessment requirements. |  |  |
| (f) Provide assessors with feedback, advice and support to help them maintain and improve their assessment practice. |  |  |

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| **4. Meet appropriate external quality assurance requirements:**  (a) Work with assessors and others to ensure the standardisation of assessment practice and outcomes. |  |  |
| (b) Follow agreed procedures when there are concerns about the quality of assessment. |  |  |
| (c) Participate in wider quality assurance activities which contribute to the quality of assessment and support your own development . |  |  |
| (d) Follow agreed procedures for the recording, storing, reporting and confidentiality of information. |  |  |
| (e) Reflect on own practice and identify professional development needs. |  |  |

| Knowledge:  What the internal verifier or internal verifier-candidate must know: | Supporting procedures | I already include in my practice = C  I need to include in my practice = X |
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| **1. Prepare to carry out internal quality assurance:**  (1) The organisational, legal and professional requirements that should be followed when planning learning and development programmes. |  |  |
| (2) The current quality requirements for assessment processes and systems in your area of responsibility. |  |  |
| (3) The key concepts and principles of assessment (VARRCS). |  |  |
| (4) The key concepts and principles of quality assurance. |  |  |
| (5) Procedures to follow when preparing for monitoring activity. |  |  |
| (6) The agreed procedures for planning, preparing for and carrying out assessments. |  |  |
| (7) Appropriate criteria for judging the quality of the assessment process. |  |  |
| (8) The role of the assessor and the relevant requirements of the role. |  |  |
| (9) The roles of those involved in maintaining the quality of assessment and the relevant requirements of these roles. |  |  |
| (10) Special assessment arrangements. |  |  |
| (11) The uses, benefits and drawbacks of different assessment methods. |  |  |
| (12) How to ensure the health and safety of the learner is maintained during assessment. |  |  |

| Knowledge:  What the internal verifier or internal verifier-candidate must know: | Supporting procedures | I already include in my practice = C  I need to include in my practice = X |
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| **2. Plan internal quality assurance:**  (1) Procedures to follow when planning monitoring activity. |  |  |
| (2) Quality assurance risks and how these will influence the sampling approach. |  |  |
| (3) Assessment cycle when you would use interim and final verification. |  |  |
| (4) Principles of monitoring assessor practice, sampling judgements by assessment methods. |  |  |
| (5) Techniques for sampling evidence of assessment, including making appropriate use of technology. |  |  |
| (6) Policies, procedures and requirements regarding information management, data protection and confidentiality in relation to assessment and quality assurance. |  |  |
| (7) How to record and store assessment and internal verification decisions, and who they should be made available to. |  |  |

| Knowledge:  What the internal verifier or internal verifier-candidate must know: | Supporting procedures | I already include in my practice = C  I need to include in my practice = X |
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| **3. Carry out planned monitoring of the quality of assessment:**  (1) Assessment and Quality Assurance principles, requirements, policy and practice (Valid, Authentic, Reliable, Robust, Current and Sufficient.) |  |  |
| (2) Assessment specifications and risk identification and management. |  |  |
| (3) How to sample assessment decisions to ensure that they are valid, authentic, reliable, robust, current and sufficient. |  |  |
| (4) Methods of monitoring assessor practice, ensuring this is in line with current L and D standard and recording sampling to show a clear audit trail. |  |  |
| (5) Standardisation processes and how to co-ordinate and contribute to these. |  |  |
| (6) The types of feedback, support and advice that assessors need and how to meet these needs. |  |  |
| (7) Procedures to follow when there are concerns about quality of assessment, when and how to use them. |  |  |
| (8) Procedures to follow when there are disputes concerning assessment and quality assurance. |  |  |
| (9) Issues related to equality and diversity that may affect assessment and quality assurance and how to address these. |  |  |
| (10) Procedures to follow when carrying out and recording monitoring activity. |  |  |
| (11) The requirements for information management, data protection and confidentiality and communication in relation to assessment and quality assurance. |  |  |
| (12) Internal verifier’s role in identifying gaps in Assessors’ skills and knowledge, identifying Continuous Professional Development (CPD) opportunities to meet national standards in assessment and verification. |  |  |

| Knowledge:  What the internal verifier or internal verifier-candidate must know: | Supporting procedures | I already include in my practice = C  I need to include in my practice = X |
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| **4. Meet appropriate external quality assurance requirements:**  (1) External quality assurance requirements prior to, during and post monitoring activities. |  |  |
| (2) Procedures to follow when there are disputes concerning assessment and quality assurance. |  |  |
| (3) Standardisation processes and how to co-ordinate and contribute to these. |  |  |
| (4) Methods of reporting on internal quality assurance and reviews of practice. |  |  |
| (5) The requirements for information management, data protection and confidentiality in relation to assessment and quality assurance. |  |  |
| (6) The value and purpose of continuing professional development for assessment and quality assurance practitioners. |  |  |

### Action and/or Development Plan

| Practice and/or knowledge identified as a shortfall | Action you plan to take to address shortfall |
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