



**Assessment and Internal Verification  
Policy and Procedure**

**March 2007**

## **1. Introduction:**

Red Lemon Training Concepts Assessment Policy is in place to ensure that all clients are able to access a consistent approach to assessment processes whilst accessing the professional development services of Red Lemon Training Concepts.

## **2. Assessment Commitment:**

Red Lemon Training Concepts endeavour to ensure that :-

- All assessment processes are carried out consistently in accordance with all of Red Lemon Training Concepts internal policies and procedures
- All assessment processes are carried out consistently in accordance with national legislation and the appropriate Awarding Body policies and procedures

## **3. Assessment Responsibilities:**

Red Lemon Training Concepts operate a system where by Associate Assessors, Trainers and Internal Verifiers are hired on a 'needs-led' basis. Red Lemon Training Concepts ensure that each Associate member is recruited against the following criteria :-

- Have proven relevant, current knowledge and experience to deliver on the identified National Occupational Standards.
- Have possession of current CRB documentation which has been seen by a senior officer of the company.
- In acting as an assessor for the company, they must either provide evidence of having completed the A1 Assessor Award, or equivalent nationally recognised qualification, or have a documented action plan for completing it within an 18 month time frame.
- In acting as an Internal Verifier for the company, they must either provide evidence of having completed the V1 Verifier Award, or equivalent nationally recognised qualification or have a documented action plan for completing it within an 18 month time frame

The role of the Assessor is :-

- To judge the produced candidate's evidence against the National Occupational Standards.
- To determine whether the competency of a candidate, against specified criteria of an Awarding Body, has been demonstrated within the evidence provided.
- Ensure that all the assessment processes are in line with all the relevant policies and procedures, both within Red Lemon Training Concepts, the identified Awarding Body, and any national legislation.

The role of the Internal Verifier is :-

- To oversee the complete assessment process for their designated training solution and to liaise with the Director of Training and Development to ensure that the appropriate administration is completed appropriately and promptly
- To monitor, review and evaluate the conduct of the assessment procedures in line with Red Lemon Training Concepts and the identified Awarding Body policies and procedures ensuring accurate and consistent assessment conduct

All of the Associate Members of Red Lemon will be managed by Heidi Lovely, the Director of Training and Development and a current Associate register will be maintained

#### **4. Monitoring and Evaluation:**

Red Lemon Training Concepts firmly believe that rigorous monitoring and evaluation, at regular stages, is paramount in ensuring effective practice in order to maximise outcomes and impact by all involved.

This will be achieved by ensuring that :-

- Each candidate / client will attend an induction session to outline the exact nature of the intended training solution, including delivery schedule, support and assessment requirements. Each will receive a comprehensive delegate pack
- The Internal Verifier / Assessor / Trainer will be identified prior to the beginning of the training solution and be provided with all of the appropriate resources / documentation prior to the beginning of the training solution
- Each Associate Member of Red Lemon Training Concepts will attend an induction Session to outline their roles and responsibilities within Red Lemon Training Concepts
- The Trainer / Assessor will provide support in completing any required Assessment Plans / Achievement Records etc. This will be an integral part of any training workshop where appropriate
- The assessor will ensure that all the relevant documentation provided by the identified Awarding Body is completed in a consistent manner
- The Assessor will assess in accordance with the relevant Awarding Body criteria
- The Assessor will monitor that the types and methods of evidence produced are appropriate and documented accordingly

- The Assessor and trainer keep all training / assessment records in order and available for scrutiny at any time
- The Internal Verifier will oversee the assessment procedures regularly and assess a designated sample of assessed evidence from each training solution
- The Internal Verifier / Assessor will liaise closely with the Director of Training and Development to ensure that all monitoring and evaluating systems are current and in line with any Awarding Body / legislation changes
- The Director of Training and Development will liaise with the External Verifier from the identified Awarding Body to ensure that all assessment and Internal Verification and other relevant policies and procedures are adhered to
- In line with the QCA Code of Practice, the Director of Training and Development will keep on record, for a minimum of three years, all the assessment records of each candidate.

#### **5. Assessment Documentation:**

Red Lemon Training Concepts provide each Associate Assessor with the following documentation:-

- Contact details of the Red Lemon Team
- Time Schedules for the assigned Training Solution and a candidate register - including the candidate's completed application
- An overall Candidate Cohort Progress Record
- Individual Candidate Progress Records
- A complete set of blank evidence recording pro-formas
- A complete copy of the relevant National Occupational Standards and any Awarding Body Assessment guidelines / documentation
- A copy of all Red Lemon Training Concepts Policies and Procedures
- Any other relevant assessment documentation.

#### **6. Internal Verification Documentation:**

Red Lemon Training Concepts provide each Associate Internal Verifier with the following documentation:-

- Contact details of the Red Lemon Team
- Time Schedules for the assigned Training Solution and a candidate register - including the candidate's completed application
- An overall Candidate Cohort Progress Record for the assigned Training Solution
- Internal Verifier Candidate Cohort Sampling Record
- Internal Verifier Portfolio Sampling Record
- Internal Verifier Observation Report
- Internal Verification Candidate / Client Professional Discussion Record
- A complete copy of the relevant National Occupational Standards and any Awarding Body Assessment guidelines / documentation
- A copy of all Red Lemon Training Concepts Policies and Procedures
- Any other relevant Internal Verification documentation.

#### **7. Lost Evidence:**

In the eventuality of lost evidence the Trainer and / or Assessor would seek guidance from the designated Awarding Body and support the client accordingly. However Red Lemon Training Concepts incorporate good practice organisational skills as an integral part of any of their training solutions and would not expect this to happen.

Signed:

Date:

Director: