

# PERSES

## Quality Management

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### **Recruitment of Assessors and Internal Verifiers**

Assessors, Internal Verifiers and Trainers will be selected for their experience and/or qualifications within the qualification area to be assessed and/or verified, taking into account qualification criteria of the awarding body. They should have good interpersonal skills, patience and adaptability with an aptitude for the ability to manage and develop people.

Assessors and Internal Verifiers will undertake an Induction event. Training which will include centre assessment and/or verification processes and procedures.

Assessors/Trainers will be trained in organisation procedures and methods.

Assessor candidates will be supported by experienced Assessors and Internal Verifiers. Timescale may apply or evidence gathered. Internal Verifier candidates will be supported by experienced Internal Verifier who will also be their mentor.

Assessors/Internal Verifiers are expected to keep themselves up to date with current standards and/or award arrangements.

Internal Verifiers will agree training needs and CPD with Assessors on an annual basis. The Internal Verifiers mentor will agree training needs and CPD with the Internal Verifier on an annual basis. The Internal Verifier/Assessor will keep a record of all CPD to comply with awarding body requirements. A copy of this will be held with the organization. Assessors/Internal Verifiers will be required to attend scheduled standardization meetings.

Site Safety Plus trainers will be supported by the accredited Centre through planned meetings, standardisation meetings, information updates through emails and telephone calls and one to one meetings.

### **Programme Management**

The Head of Centre, Internal Verifier, Assessor, Trainer and Coordinator will be required to meet on a quarterly basis to review and update the centre's assessments and verification programme. An agenda will be prepared by the centre coordinator and the meetings will be minuted to all attendees/noted absentees of the meeting and other relevant interested parties within the centre. All follow up action will be required to be carried out in timescale agreed at the meeting.

### **Standardisation Meetings**

Formal assessor/internal verifier meetings will be held by the Centre Coordinator on a quarterly basis within the centre. The agenda for the meeting will include:

1. Introductions
2. Minutes of previous meeting
3. Assessment problems or concerns
4. Developments in assessment practice
5. Alterations to paperwork systems and procedures
6. Awarding body update
7. Assessment related training needs within the team
8. AOB

### **Assessment Records**

Assessors are responsible for the completion of records of assessment for the candidates they assess.

The assessor shall notify the Internal Verifier, via the Centre coordinator, of the assessment outcome.

A copy of the assessment decision records will be forwarded to the centre administrator to file and apply for certification as appropriate. Certificates will be sent direct to the candidate.

### **Assessments**

Assessors will meet with their Internal Verifiers on a regular basis regarding assessment matters. Should assessors have doubts or difficulties in judging evidence they will consult the IV for advice or discuss at the next standardization meeting? Assessors can expect the IV to attend assessments they carry out, they will be notified in advance.

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## **Internal Verification**

The Internal Verifier will carry out their verification duties to meet the standards/ arrangements for the qualifications. The IV will monitor the assessor in all aspects of assessment, and will be responsible for the quality of assessment and the assessment processes carried out by the Assessor. They will report on assessment matters to the Centre Coordinator at the quarterly standardization meetings.

## **Liaising with the External Verifier**

The Internal Verifier with the Centre Coordinator will liaise with the External Verifier during their visits. Communication between the IV, Centre Co-ordinator and the EV will be minuted. The IV will accompany the EV on centre or site visits as required.

On behalf of Perses

Signed:



Date: 27<sup>th</sup> of January 2024

Mr Stephen McCann – Director