

Form IV1 – Level 2 Aquatics

Internal Verification Form

This form should be completed by the Internal Verifier (IV) as part of the ongoing monitoring process. The awarding body (asa) requires all courses to be internally verified although it is accepted that it may not be possible for every course to be visited by an IV. The options available to an IV are;

- To visit a course during the assessment of unit 6 to internally verify the practical teaching/coaching along with the other evidence required to meet the outcomes of this unit. Where this unit is being assessed as part of a course or in the workplace the IV should aim to sample a minimum of 2 candidates in respect of practical teaching/coaching and 25% of candidate log books.
- To sample a minimum of 25% of completed candidate log books covering units 1-6 as a desk top review.
- To visit a course towards the end of units 1-5 to internally verify the practical teaching/coaching along with the other evidence required to meet the outcomes of these units. The IV should aim to sample a minimum of 2 candidates in respect of practical teaching/coaching and 25% of candidate log books.

As part of the workplace assessment of unit 6 the verification of teaching having taken place may be carried out by an asa approved expert witness. On these occasions the IV may verify workplace assessment of unit 6 in conjunction with the asa approved expert witness. Where this does occur the final 'signing off' of competence will be made by the assessor as part of a question and answer/discussion session with the candidate giving consideration to the full range of evidence made available to the assessor. Attendance at this part of the process is also an option open to the IV.

As part of the sampling process IVs should ensure that assessors receive, over time, a variety of different visits.

Once completed one copy of this form should be retained by the IV, the assessor, the centre contact and one submitted to the External Verifier (EV)

Internal Verification Form

1.0 Course and Centre details

Name of Centre	
Name of IV	
Name of Assessor	
Course Title e.g. Aquatics	
Course number and Level	
Date of Visit	
Start and Finish Time	
Type of Visit	Course visit – units 1- 5 Course Visit – units 1- 6 Course/workplace visit – unit 6 Desk top review of log books – units 1 - 6

2.0 Assessor Action Plan from Previous Visit (if appropriate)

Action Point	Progress made since last visit

When completing the tables below it is important that, where appropriate, the IV is provided with physical evidence e.g. the learning programme. Where this is not available this should be indicated in the NV (Not Verified) column and the reasons stated why this is the case.

3.0 Management Systems

Ref	Criteria	Yes	No	NV	Comments (if required)
3.1	Does the assessor meet the requirements of the awarding body in terms of qualifications?				
3.2	Does the assessor have a clear understanding of the policies and procedures that underpin the assessment process i.e. appeals; complaints; reasonable adjustments; equal opportunities?				
3.3	Is there clear evidence that the candidates have been provided with, or have access to, the above policies/procedures?				
3.4	Is there a learning programme in place and has this been communicated with the candidates?				

4.0 Assessment (General)

Ref	Criteria	Yes	No	NV	Comments (if required)
4.1	Is the assessor using the assessment tools provided by the awarding body?				
4.2	Is there evidence that the candidates are being assessed in line with the requirements of the awarding body?				
4.3	Is the assessment evidence sufficient to enable the assessor to make accurate judgements regarding the competence of the candidates?				
4.4	Are the assessment activities being conducted in a safe and appropriate environment?				
4.5	Are checks in place to ensure that the assessment evidence provided by the candidates is authentic?				
4.6	Is the assessor maintaining records of candidate assessments over time?				
4.7	Are the arrangements for written examinations(if applicable) clearly stated and provided for candidates prior to the start of the course				

5.0 Observation of Assessor Performance (Practical Teaching/Coaching)

Candidate 1 - Name.....Candidate 2 – Name.....

Did the Assessor

Ref	Criteria	Can 1	Y	N	NV	Can 2	Y	N	NV
5.1	Clarify the focus of the observation with the candidate?								
5.2	Remain as unobtrusive as practicable during the observation?								
5.3	Involve the candidate in the debrief following the assessment?								
5.4	Use relevant questions that were clear and did not lead the candidate?								
5.5	Provide feedback that was clear, constructive and clarified the candidate's level of performance in relation to the standards?								
5.6	Allow the candidate to clarify/discuss any aspect of the assessment and feedback that was unclear?								
5.7	Record the feedback to provide an action plan?								
5.8	Judge the teaching/coaching performance accurately?								

General Comments

6.0 Observation of Assessor Performance – Log Books

Candidate 1	
Candidate 1	
Candidate 1	
Candidate 1	

Ref	Criteria	Y	N	NV	Comments
6.1	Is there clear evidence that the assessor has indicated when outcomes for units 2, 3, 5 and 6 have been met?				
6.2	Have written tasks set by the awarding body been marked appropriately and feedback provided?				
6.3	Is the feedback clear, constructive and clarifies the candidate's level of performance in relation to the standards?				
6.4	Has the assessor judged the log book evidence accurately?				

7.0 Action Plan for Assessor

Signature of IV.....Signature of Assessor.....