

Introduction



This program aims to impart knowledge & skills to candidates in order to be certified as a **BTEC Internal Verifier**. The course is designed in two parts where the participant will first attend a workshop to gain the knowledge in internal verification techniques. The second part requires the participant to complete a portfolio to carry out internal verification of competency based assessments.

Learning Outcome

Upon successful completion of the program , the candidate will be awarded BTEC Level 4 Certificate in Internal quality assurance of assessment processes & practice. The program consist of 2 units .

Unit 1 Understanding the principles and practices of internally assuring the quality of the assessment.

Unit 2 Internally assure the quality of assessment.

Program Designed For

Personnel responsible for the management and quality assurance of externally certified programs such as BTEC and City & Guilds

Duration

- **3 Days workshop**
- **6 Months portfolio documentations**

Your Instructor

Wong Hee Jiong

Course Contents



| Day 1 | Day 2 | Day 3 |
|--|--------------------------|-------------------------------------|
| Who Are BTEC | Assignment 1 . | Assignment 3. |
| Competence Assurance system | Policy Review Discussion | Assessment Scheduling and Planning. |
| Competence Standard Level | Group Presentation | Rollout planning & Scheduling |
| Competence Assessment Score | Assignment 2 | |
| Types of Evidence used in BTEC | Planning & Review | |
| Assignment Briefs | Group Discussion | |
| What is Internal Verification | | |
| Key Organizational Policies | | |
| The Assessment / Verification Progress | | |
| Roles Of the Internal Verifier | | |
| Grading Principles | | |
| Sampling Strategy | | |
| Case Study | | |