

Verification Policy

The purpose of this section is to provide guidance on the Internal Verification process, ensuring effective quality assurance of the Food and Farming Compliance training courses.

Programme of Internal Verification

The purpose of Internal Verification is to standardize assessment practices and decisions within Food and Farming Compliance and ensure that training needs on the part of the assessor are identified and addressed. This is achieved by sampling assessment activities and documentation, and is managed through a programme setting out when an assessor is due for internal verification and the methods to be employed.

Scope of Internal Verification

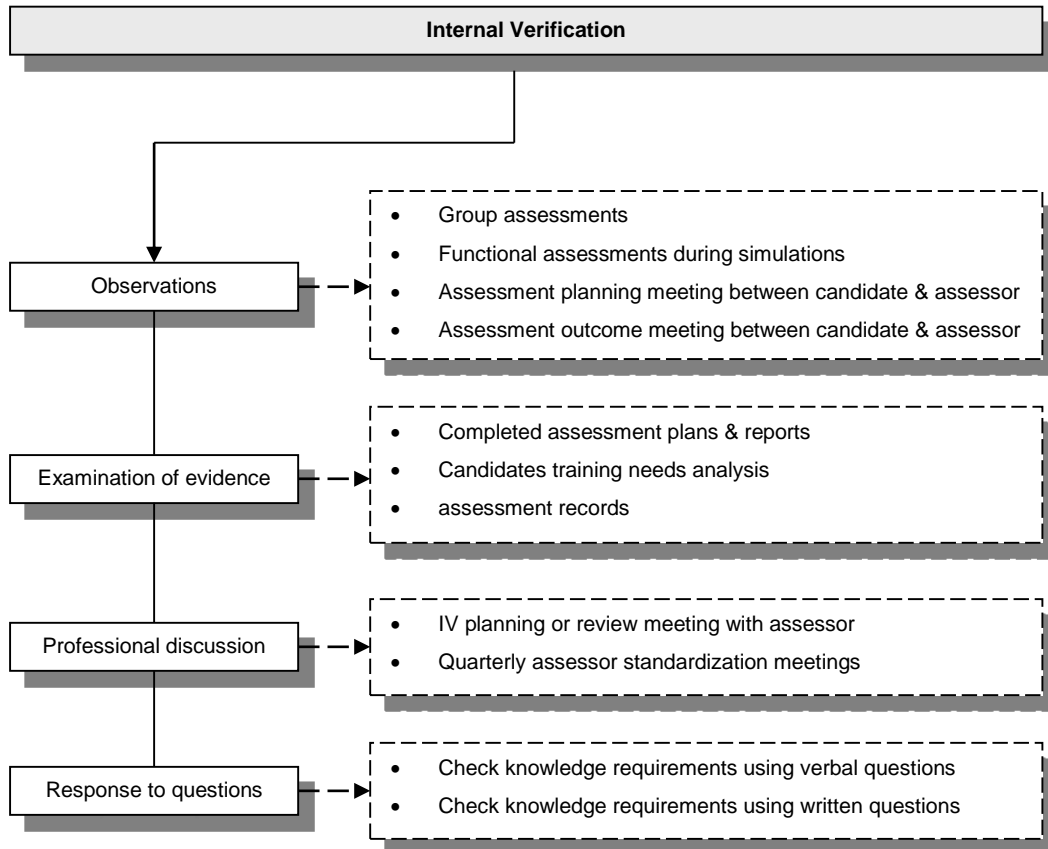
The scope of the Internal Verification should take account of actual assessment practices using observation, in combination with the sampling of verifiable evidence in the form of completed assessment records and related documentation. The knowledge requirements relating to assessment practices and current standards may be confirmed using questions or through standardization meetings or discussions during the quarterly assessor forum. In each 12 month period the objective is to complete at least an observation on each assessor's performance and sample the portfolio.

Planning of Internal Verification

The specific dates of the Internal Verification must be agreed with each assessor and are designed to take into account assessment activities planned on a particular group. Consideration should be made of the assessment activities and available opportunities. As a guide the following methods and opportunities should be considered for planning of an Internal Verification.

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Planning of Internal Verification



Internal Verification Records

A record of all Internal Verifications undertaken must be maintained using the documentation listed below.

- Internal Verifier (IV) portfolio sampling report
- IV Report on assessor performance
- Appeal documentation (if applicable).

Internal Verification Appeals Procedure

In the event that an individual disagrees with an IV decision they are entitled to appeal against it following the procedure prescribed below. The aim is to resolve the issue within 14 working days after it has been raised or as soon as is reasonably practical.

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The Assessor should raise any problems, questions or queries with the IV concerned within 5 working days of the IV decision being taken or as soon as is reasonable practicable to discuss and attempt to resolve the issue at the earliest opportunity.

In the event that the issue remains unresolved or the Assessor feels unable to discuss this with the IV concerned, they should complete the appeal documentation and forward it to the Centre partners.

The Partner involved must discuss the appeal with the parties involved and review all the relevant documentation before any decision is reached. Consultation may also take place with an External Verifier (EV).

The IV and Assessor should reply orally and in writing within 7 days stating the outcome of the appeal.

In the event of the outcome being unsatisfactory to the Assessor, the issue may be referred to the EV directly and should meet with those involved to discuss the issue and review all relevant documentation at the earliest opportunity.

The decision reached by the Partners' will be final and records will be kept and copied to all parties concerned.