

## GBWR Internal Quality Assurance (IV) Templates

This appendix contains blank templates which can be used (or adapted) by 1st4sport Recognised Centres to carry out their Internal Quality Assurance interventions by the Internal Verifier.

Sample Templates include:

| Code | Document  | For use by            |
|------|---|-----------------------|
| A    | Professional Discussion                               | Assessor with learner |
| B    | IV Observation Checklist for Tutor Performance        | Internal Verifier     |
| C    | IV Observation Checklist for Assessor Performance     | Internal Verifier     |
| D    | Desk Based Internal Verification Checklist            | Internal Verifier     |
| E    | IV Report   | Internal Verifier     |
| F    | Feedback and Action Plan to Tutor/Assessor            | Internal Verifier     |
| H    | Evaluation of Internal Quality Assurance Intervention | Internal Verifier     |
| I    | Example Sampling Plan Template                        | Internal Verifier     |

## Appendix A - Professional Discussion

A professional discussion can be used as supporting evidence for trainee assessors to fully meet the requirements of tasks. All supporting paperwork should be included in your portfolio. The discussion must be recorded by audio equipment or in writing.

| Areas to cover  | Summary of supporting evidence / response |                        | Outcome<br>C / NYC |
|---|---|------------------------|--------------------|
|   |   |                        |                    |
|   |   |                        |                    |
|   |   |                        |                    |
|   |   |                        |                    |
|   |   |                        |                    |
|   |   |                        |                    |
|   |   |                        |                    |
| I confirm that this represents an accurate record of the professional discussion: |   |                        |                    |
| Learner<br>name:  |   | Learner<br>signature:  | Date:              |
| Assessor<br>name:   |   | Assessor<br>signature: | Date:              |

## Appendix B - Internal Verification Observation of Tutor Performance

|                |  |                       |  |
|----------------|--|-----------------------|--|
| IV name:       |  | Tutor name:           |  |
| Qualification: |  | Recognised centre:    |  |
| Event number:  |  | Venue/site:           |  |
| Learner name:  |  | Task/product sampled: |  |
| Learner name:  |  | Task/product sampled: |  |
| Learner name:  |  | Task/product sampled: |  |
| Learner name:  |  | Task/product sampled: |  |

|   |  |          |
|---|--|----------|
| Phase of Learning programme being observed: |  |          |
| The tutor is able to:                       |  | Comment: |
| Planning and preparation                    |  |          |
| 1   | Meet learners punctually and be well presented   |          |
| 2   | Prepare and use appropriate session plans, taking learners' needs into account         |          |
| 3   | Have appropriate and safe facilities/resources/ equipment available                    |          |
| 4   | Create and maintain a safe, supportive, interactive and enjoyable learning environment |          |
| Delivery                                    |  |          |
| 5   | Demonstrate knowledge and understanding of subject in the delivery and facilitation    |          |
| 6   | Use a range of learning activities covering different learning styles                  |          |
| 7   | Use a variety of audio/visual resources to engage learners                             |          |
| 8   | Use different forms of group management (individual, pairs, small/large groups)        |          |
| The learner is able to:                     |  | Comment: |

|             |   |                  |  |       |  |
|-------------|---|------------------|--|-------|--|
| 9           | Communicate effectively using clear English free from jargon  |                  |  |       |  |
| 10          | Demonstrate effective use of listening skills and questioning to check learning                                     |                  |  |       |  |
| 11          | Set up and manage group work using interventions to draw out learning   |                  |  |       |  |
| 12          | Involve learners and provide sufficient opportunities for them to ask questions                                     |                  |  |       |  |
| 13          | Provide individual feedback to learners   |                  |  |       |  |
| 14          | Maintain a professional attitude in terms of Code of conduct, equality and diversity                                |                  |  |       |  |
| 15          | maintain appropriate behaviour throughout the session, dealing with any form of inappropriate behaviour or attitude |                  |  |       |  |
| 16          | Deliver sessions with realistic and appropriate timings   |                  |  |       |  |
| 17          | Summarise and conclude the session, referring to learning outcomes  |                  |  |       |  |
| Evaluation  |   |                  |  |       |  |
| 18          | Provide structured opportunities for learners to provide feedback on the learning session                           |                  |  |       |  |
| 19          | Review own practice, identifying an action plan and CPD opportunities   |                  |  |       |  |
| Tutor name: |   | Tutor signature: |  | Date: |  |
| IV name:    |   | IV signature:    |  | Date: |  |

## Appendix C - Internal Verification Observation of Assessor Performance

|                |  |                       |  |
|----------------|--|-----------------------|--|
| IV name:       |  | Assessor name:        |  |
| Qualification: |  | Recognised centre:    |  |
| Event number:  |  | Venue/site:           |  |
| Learner name:  |  | Task/product sampled: |  |
| Learner name:  |  | Task/product sampled: |  |
| Learner name:  |  | Task/product sampled: |  |
| Learner name:  |  | Task/product sampled: |  |

|  |   |         |
|--|---|---------|
| Assessment Topic:                                  |   |         |
| Planning for assessment<br>The learner is able to: |   | Comment |
| 1  | Prepare resources and conditions for the assessment ensuring health and safety is maintained    |         |
| 2  | Select and use assessment methods which address learner needs and meets assessment requirements |         |
| Briefing of learner                                |   |         |
| 3  | Meet the learner punctually and be appropriately well presented                                 |         |
| 4  | Introduce themselves and explain their role as assessor   |         |
| 5  | Communicate the purpose, requirements and the format of the assessment to the learner           |         |
| 6  | Make reference to the complaints and appeals procedures   |         |
| Observation and analysis of assessment             |   |         |
| 7  | Observe and record what was seen  |         |

|                       |  |  |
|-----------------------|--|--|
| 9                     | Assess learners' performance, knowledge and understanding against the agreed criteria using agreed methods                         |  |
| 10                    | Judge whether evidence is: <ul style="list-style-type: none"> <li>▪ sufficient</li> <li>▪ authentic</li> <li>▪ current</li> </ul>  |  |
| 11                    | Apply requirements for equality and diversity and, where appropriate, bilingualism   |  |
| Questioning           |  |  |
| 13                    | Use open questions which are clear and not leading   |  |
| 14                    | Use appropriate and relevant questions based on the criteria   |  |
| 15                    | Clarify and resolve inconsistencies in the evidence  |  |
| Decision and feedback |  |  |
| 16                    | Make assessment decisions relating to against specific criteria  |  |
| 17                    | Make assessment decisions which are: <ul style="list-style-type: none"> <li>• valid</li> <li>• reliable</li> <li>• fair</li> </ul> |  |
| 18                    | Clearly confirm the outcome of the assessment to the learner   |  |
| 19                    | Provide feedback to the learner  |  |
| Action planning       |  |  |
| 20                    | Involve the learner in the assessment process by use of self evaluation  |  |
| 21                    | Provide action planning which identifies any further implications for learning, assessment and progression                         |  |
| Documentation         |  |  |

|                |   |                     |  |       |  |
|----------------|---|---------------------|--|-------|--|
| 21             | Make accurate records of the assessment outcomes  |                     |  |       |  |
| 23             | Complete the appropriate documentation for recording assessment   |                     |  |       |  |
| 24             | Follow procedures to maintain the confidentiality of assessment information   |                     |  |       |  |
| 25             | Follow relevant policies, procedures and legislation for the assessment, including those for health, safety and welfare |                     |  |       |  |
| Assessor name: |   | Assessor signature: |  | Date: |  |
| IV name:       |   | IV signature:       |  | Date: |  |

## Appendix D – Desk Based Internal Verification

|                |  |                       |  |
|----------------|--|-----------------------|--|
| IV name:       |  | Assessor name:        |  |
| Qualification: |  | Recognised centre:    |  |
| Event number:  |  | Venue/site:           |  |
| Learner name:  |  | Task/product sampled: |  |
| Learner name:  |  | Task/product sampled: |  |
| Learner name:  |  | Task/product sampled: |  |
| Learner name:  |  | Task/product sampled: |  |

| Unit / Task | Comments | Agree with outcome (Y/N) |
|-------------|----------|--------------------------|
|             |          |                          |
|             |          |                          |
|             |          |                          |
|             |          |                          |
|             |          |                          |



| Unit / Task | Comments | Agree with outcome (Y/N) |  |       |  |
|-------------|----------|--------------------------|--|-------|--|
|             |          |                          |  |       |  |
|             |          |                          |  |       |  |
|             |          |                          |  |       |  |
|             |          |                          |  |       |  |
|             |          |                          |  |       |  |
|             |          |                          |  |       |  |
| Iv name:    |          | IV signature:            |  | Date: |  |

## Appendix E - Internal Verification Report

|                |  |                       |  |
|----------------|--|-----------------------|--|
| IV name:       |  | Assessor name:        |  |
| Qualification: |  | Recognised centre:    |  |
| Event number:  |  | Venue/site:           |  |
| Learner name:  |  | Task/product sampled: |  |
| Learner name:  |  | Task/product sampled: |  |
| Learner name:  |  | Task/product sampled: |  |
| Learner name:  |  | Task/product sampled: |  |

|                       |
|-----------------------|
| Verification Summary: |
|                       |

Feedback:

|  |
|--|
|  |
|--|

Action Plan:

By when:

|  |  |
|--|--|
|  |  |
|--|--|

IV Signature:

Date:

|  |  |
|--|--|
|  |  |
|--|--|

## Appendix F - Feedback and Action Plan to Tutor/Assessor

|   |  |                           |  |               |  |
|---|--|---------------------------|--|---------------|--|
| Feedback to the Tutor/Assessor from the IV: |  |                           |  |               |  |
|   |  |                           |  |               |  |
| Tutor/Assessor action plan:                 |  |                           |  | Completed by: |  |
|   |  |                           |  |               |  |
| Tutor/Assessor name:                        |  | Tutor/Assessor signature: |  | Date:         |  |
| IV name:                                    |  | IV signature:             |  | Date:         |  |

## Appendix G - Evaluation of Internal Quality Assurance Intervention

Evaluate whether or not the IQA plan, arrangements and organisation of the intervention was safe, adequate and appropriate. Did the IQA plan successfully reduce any risks?

Explain if any changes were made to the planned IQA activity prior to or during the interventions and/or why if on reflection, you would now make changes to improve the interventions:

Evaluate whether or not the sampling methods were appropriate for the IQA interventions and the expectations of the assessor:

How did the use of questioning and feedback with the assessor (and learners if relevant) contribute to your verification decisions?

On reflection, what do you consider to be your strengths in these interventions?

On reflection, what do you consider to be the areas for you to develop further?

IV name:

IV  
signature:

Date:

