

PROCEDURE FOR EXTERNAL VERIFIER VISITS

1. Purpose

To ensure that External Verifier visits:

- a. are planned and prepared for
- b. cause the minimum amount of disruption
- c. enable the External Verifier to access the evidence required
- d. result in immediate feedback of findings
- e. are monitored by the College

2. Scope

This procedure applies to all External Verifier visits from awarding bodies

3. Responsibilities

Programme Co-ordinators are responsible for:

- a) agreeing the External Verification plan and visit arrangements with the External Verifier
- b) ensuring that appropriate arrangements are made to comply with the agreed arrangements
- c) informing the Section Head of arrangements
- d) informing the Director of Learner Achievement, of the date and timing of each External Verifier visit, as soon as it is known
- e) providing the Director of Learner Achievement, with a copy of any written External Verifier report sent directly to them
- f) being aware of the guidance for External Verifiers issued by the relevant awarding body

Director of Learner Achievement, is responsible for:

- a) arranging for the attendance of senior members of Management at External Verifier visit feedback sessions where necessary
- b) providing Programme Co-ordinators with copies of written External Verifier reports sent to the College
- c) Monitoring visits made by External Verifiers

4. Procedure

- 4.1 When a Programme Co-ordinator is informed of the identity of the External Verifier for that programme, he/she will then contact the External Verifier and negotiate an External Verification plan for the programme
- 4.2 When a Programme Co-ordinator receives an External Verification plan, he/she shall send a copy to the Director of Learner Achievement
- 4.3 When a Programme Co-ordinator is informed, from any source, of an impending visit from an External Verifier, he/she shall:
 - agree the arrangements for the visit with the External Verifier concerned
 - inform the Director of Learner Achievement, of the visit
- 4.4 When making arrangements with an External Verifier for a visit, the Programme Co-ordinator shall confirm:
 - the date, time and probable length of the visit
 - the structure of the visit
 - the aspects of the College's systems to be verified
 - the candidates whose assessment records and evidence will be looked at
 - the candidates, assessors and Internal Verifiers to be met by the External Verifier
 - the sites to be visited
 - the opportunity to seek guidance and advice
 - the opportunity to receive feedback of the findings
- 4.5 At the end of every External Verifier visit, the External Verifier shall:
 - provide feedback on areas of good practice and any areas of concern
 - agree an action plan to address areas of concern
- 4.6 The feedback session at the end of each External Verifier visit shall be attended by the Section Head where ever possible

Programme Co-ordinators are reminded that awarding bodies are empowered by QCA to agree to visits by External Verifiers which occur at short notice