

## Introduction



This program aims to impart knowledge & skills to candidates in order to be certified as a **BTEC Lead 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 leading the Internal quality assurance of assessment processes & practice.

The program consist of 3 units .

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

**Unit 2** Internally assure the quality of assessment.

**Unit 3** Plan, allocate and monitor work in own areas of responsibility.

## 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		