

IV/IQA SAMPLING FRAMEWORK

- Planned dates of all assessments, both summative and interim assessments, should be notified to the college administrator as soon as the date is agreed using “notification of planned assessment” form with complete full postal address of the venue or by email.
- A Record of Assessment form must be completed for every unit submitted for Internal Verification /Quality Assurance. All sections must be completed including a clear description of the evidence and the date the evidence was assessed.
- Observations must be recorded. This includes observations made during training workshop sessions.
- Witness testimonies must be recorded and the name of the witness given, together with their position and occupational qualifications and/or experience.
- There may be instances where the witness may be outside of the funeral profession. For example a minister of religion or celebrant could give a witness statement regarding the conduct of a candidate at funerals if he/she regularly works with him/her.
- Completed records should be forwarded to the college administrator together with the candidate’s portfolio.
- Portfolios will be retained for two years unless returned to the student at their request.

Sample Size

Portfolios sampled will reflect:

- The range of units covered
- The range of learners/students
- The range of assessors

For qualified and experience Assessors evidence sampled will reflect:

- 30% of the portfolio submitted, of which 30% of the content is internally verified/quality assured

For all new and inexperience Assessors evidence sampled will reflect:

- 100% of the portfolios submitted until the the IV/QA is satisfied that there is consistency of decisions

At least one standardisation meeting will be held in each year.

This policy was approved by the IFD College Governors on 1st December 2018

Review date December 2021