

ROLE OUTLINE FOR INTERNAL VERIFIER (IV)
The Registrar General's nationally accredited programme
for Registration Officers

Role: Internal Verifier (IV)

Purpose of the role: To be responsible for the internal verification of samples of work produced by candidates pursuing the nationally accredited programme for Registration Officers. To ensure the efficient and effective operation of the assessment process in line with the agreed framework and awarding body requirements

Key responsibilities and duties:

- Attend and contribute to the initial candidate briefing which will be set up and coordinated by the assessor.
- Monitor assessor performance at least 3 times during the course of the programme, using a mixture of observation and interview.
- Provide feedback to the assessor and the candidate on a regular basis.
- Sample approximately 10% of evidence from partially completed portfolios during the course of the programme as well as at the end when the portfolio has been completed.
- Request and review copies of evidence for consistency checking as requested on a regular basis.
- Sign off each module when complete to confirm that the standard has been met and that the evidence is valid, current, authentic, reliable and sufficient.
- Provide a supportive, coaching role to both candidates and assessors.
- Report back to the Programme Board on any difficulties which are experienced with individual candidates or assessors or the programme material itself.
- Uphold the standards of the nationally accredited programme.

Requirements	Skills/Qualities	Essential
Educational background & professional qualifications	Good verbal and written skills Good IT skills D33 Assess candidates using differing sources of evidence or Level 3 Certificate in Assessing Candidates Using a Range of Methods (A1) or Level 3 Award in Assessing Competence in the Work Environment or Level 3 Award in Assessing Vocationally Related Achievement or completion of Assessor Skills training provided by awarding body	✓ ✓
Previous experience	Previous experience of delivering technical duties including birth and death registration, NOM/NOCP, & celebratory services Experience of working in an assessor role Working knowledge of how to deliver difficult feedback and deal with challenging situations	✓
Personal qualities	Excellent communication skills and ability to relate to a broad range of people Ability to manage workloads with often conflicting demands Commitment to high quality of service delivery Ability to influence and motivate learners Flexible approach Coaching and mentoring experience Commitment to high professional standards	✓ ✓ ✓ ✓ ✓ ✓