

**British Canoeing
Role profile**

Role Details	
Role Title: <i>Field Based Internal Verifier</i>	Reports to: <i>Coaching & Partnership Manager</i>
Department: <i>Coaching/ Paddles up Training</i>	Responsible for: <i>Not Applicable</i>
Location: <i>Home and field based</i>	Working pattern: Demand led, based on sampling plan and in agreement with Line Manger this will including <i>evening or weekend work and lone working.</i>
Role purpose	
<i>Is to ensure consistency in the assessing of qualifications, both within national frameworks and within the quality and management systems of Paddles Up Training. The role, in terms of managing assessment so that it consistently meets standards, is central to maintaining public confidence in each and every qualification issued. Therefore, internal verification is a key factor in managing 'risk' and ensuring that when certificates are claimed for learners the requirements of the qualification have been reliably met.</i>	
Key responsibilities	
<p>Plan, operate and evaluate Work closely with their Line Manager in identifying internal verification requirements and opportunities. You will work with Assessors and other Internal Verifiers to agree internal verification visit plans that meet the requirements of the organisation whilst limiting impacting on the assessor or the learner. In a normal year IV Officers would be expected to complete a minimum of 15 internal verification visits and attend 3 meetings/ training sessions however actual number of visits and meetings will be demand led and agreed based on the Paddles Up Training sampling plan.</p> <p>Support and Develop Tutors and Assessors To identify and address learning and development needs of Assessors, including realistic target dates for completion of action plans. Respond to assessment and occupational standards queries from Tutors and Assessors.</p> <p>Monitor and Improve the Quality of Assessment Practice Communicate clearly and take responsibility for cascading to your allocated Assessor's all updates on qualifications, quality assurance practices and information on assessment. Respond to feedback from External Quality Assurance visits and in line with the organisations own high standards.</p> <p>Record Keeping Maintain centre files and up to date records relating to Assessors and Internal Verification carried out.</p> <p>Apply Policies, Procedures and Legislation to Meet Internal and External/ Regulatory Requirements Verify the embedding of and compliance with, by Assessors of all Policies, Health & Safety requirements and that all candidates are given access to a fair assessment.</p>	

Decision-making
<p><i>You will make sound decisions on assessment decisions based on knowledge, experience and all available information. Decision's will be made regarding the validity and reliability of assessment decisions without unnecessary delay and in consultation with other Internal Verifiers and/ or the Lead Internal Verifier.</i></p> <p><i>The role involves a high degree of autonomy to take action, make recommendations and make decision within the Internal Verifiers level of responsibility and area without referral to a Manager.</i></p>
Developing solutions
<p><i>You will be expected to clearly define areas of positive assessment performance and understand the scope of problems with regard to poor assessment performance requiring development. You will be responsible for recommending practical solutions to problems and that remove or reduce the root cause of the problem.</i></p> <p><i>You will be open to innovation and consider new or innovative approaches and solutions.</i></p>
Management of Resources
<p><i>The role has a significant level of independence, you will be responsible for managing your own time and workload effectively. You will be expected to focus on 'best value' activities for the benefit of the sport and organisation. You will be expected to review your own performance and skills against the need of the role and activity seek opportunities for standardisation and Continual Professional Development.</i></p> <p><i>You will need to take responsibility for your own health and well-being, demonstrate a healthy work life balance and take proactive steps to minimise the effects of stress.</i></p>
Working relationships
<p>This role has a significant level of contact with the organisations assessors, you will need to create and support an open and honest work environment. Assessors look to the Internal Verifier for support and leadership, as such you will need to demonstrate significant knowledge of our industry, organisation and demonstrate commitment to the ambitions of the organisation strategic plan.</p>
Developing others
<p><i>There will be an expectation to sample and support between 10-30% of assessments/ assessors in a calendar year. The Internal Verifier will set clear and meaningful objectives, treat assessors in a fair, consistent and respectful manner and share and celebrate success at every opportunity.</i></p>
Knowledge and expertise
<p>You will be a qualified (or willing to undertake) Internal Verifier with experience of assessing and supporting learners in gaining of vocational qualifications. It is important that you share the organisations view of learner centred assessment practices as well as a well-developed understanding and knowledge of the sport of canoeing. You will be supporting assessors regularly and experience of mentoring and supporting the development of a remote workforce of Tutors and Assessors is essential.</p> <p>Due to the nature of the role Internal Verifiers are required to be occupationally competent to both support the assessors and learners as well as to be able to access the places where Paddlesport Qualifications are assessed.</p>
Additional information
<ul style="list-style-type: none"> • Access to a vehicle with a current full driving licence. • The post-holder's duties must at all times be carried out in compliance with the BC's Equality Policy, and BC's Child Protection and Vulnerable Adults Policy. • We are committed to safeguarding and promoting the welfare of children, young people and adults and expect the same commitment from all staff and volunteers. • The post-holder must ensure the health and safety of all staff, volunteers, personnel and resources within the post-holder's duties and personal responsibilities as per the requirements of the Health and Safety at Work Act 1974. There may be a requirement to apply for a DBS Enhanced Disclosure and Barred List Check. • Able to work within the operations guidelines of the BC Core Values and take part in staff and individual training as required