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Internal Verification Policy

Scope

This policy aims at promoting quality, consistency, objectiveness and fairness throughout the assessment and internal verification activities. It aims to ensure that standards of assessment are maintained consistently over time.

The purpose of External and Internal Verification is to ensure that the principles of assessment are met and that there is consistency, accuracy, reliability, sufficiency and authenticity. External Verification involves the Quality Audit & Compliance checks made by the relevant Awarding Organization. This document is applicable to everyone involved in the management, administration, training, assessment and internal verification of any qualification delivered by GLTI.

Where an Internal Verification is required, GLTI management will allocate one IV to take on the role of a 'Lead IV', insuring that the internal verification strategy and sampling plans are effectively established, implemented and maintained by the IV team.

Internal Verification Objectives

- To operate from established quality assurance policy and related procedures, which are consistently reviewed where required in accordance with GLTI quality control arrangements.
- To ensure an effective induction is provided for all members of the assessment and verification teams, as required
- To ensure effective appraisal and continued professional development for all members of the assessment and verification teams.
- To cope with the Equality and Diversity policy, which is embedded within the internal quality assurance and assessment activities.
- Monitor and ensure consistency of assessment outcomes via appropriate interpretation of GLTI specific qualifications and/or National requirements
- Carry out continuous improvement activities to ensure all corrective actions and best practice guidelines requested by awarding organizations are complied with.

Internal Verification Processes

For the purpose and nature of the training and academic outcomes that GLTI offers as a vocational institution, there always exists the duality of (class/workshop, Instructional/practical).

GLTI programs are designed in three stages (Foundation, Skill area and On-job training area) where these stages mapped to three internal reviews (stage I, II and III).

Verification Stages

I. Foundation Stage:

No.	Particular	Duration	Verification product
I.	Subject /Unit	to be verified on monthly basis	Review Report Sampling of Units

II. Skill Area Stage:

No.	Particular	Duration	Verification product
II.	Subject /Unit	to be verified on monthly basis	Review Report Sampling of Units

III. OJT Stage:

No.	Particular	Duration	Verification product
III.	Subject /Unit	to be verified on monthly basis	Final Report* Sampling of Units

External Verification:

Most of courses delivered by GLTI are benchmarked by (international bodies).

**based on the final report and sub reports (as per course and training modules)....*