**Internal Verification**

Devon and Cornwall Counselling Hub will take responsibility for ensuring that internal moderation and verification is carried out during each academic year. It will do this by:

1. Making sure that the courses it delivers are meeting the standards hoped for by the organisation and by the CPCAB. It will do this by holding regular verification meetings where course content and quality will be discussed and areas for improvement identified and action plans drawn up. Action plans will be monitored in subsequent meetings.
2. Having access to course materials such as schemes of work, lesson plans and handouts and will be asked to provide feedback on the quality of the courses and its materials and to ensure that national standards are met.
3. Monitoring the training and development of teaching staff including checking attendance of CPCAB standardisation meetings and attend CPCAB standardisation meetings as necessary.
4. Monitoring standardisation of assessments by sampling assessment and moderation decisions.
5. Ensuring that appropriate resources are available for Learners and that records are accurate and up to date.

**Internal Moderation**

The centre will take responsibility for internal moderation by:

1. Ensuring that teaching staff regularly cross mark a sample of each other’s assessments to ensure consistency and fairness and that Centre and CPCAB standards are maintained.
2. When moderation has taken place, feedback records may be created and discussed in team meetings to monitor and improve the quality of the assessment process.
3. Moderation feedback forms will be made available for internal verification procedures.

**External verifiers**

External Verifiers are appointed by the awarding bodies and will liaise with the DCCH appointed Internal Verifier

The role of the External Verifier is to ensure that DCCH is delivering and assessing the programme / course in accordance with Awarding Body requirements.

External Verifiers can recommend withholding of learner certificates if requirements are not met.

The Internal Verifier ensures that candidate portfolios, assessment records and documentation meet the College and Awarding Body requirements.

To achieve the above, Internal Verifiers are required to sample portfolios and assessments. External verifiers will also wish to sample and examine students’ work, which must be made available on request for this purpose.

**July 2018 MH**

**Reviewed Sept 2020 CLH**