

**IV/IQA SAMPLING FRAMEWORK**

* Planned dates of all assessments should be notified to the college administrator as soon as the date is agreed.
* 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 portfolios 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 two standardisation meetings will be held in each year.

Policy approved September 2024

To be reviewed annually