Civil Defence College

Internal Verification

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Contact Details

For further information, please contact;

College Principal

Civil Defence College

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Background:

This policy outlines the internal verification process. Internal verification is a key tool ensuring that good practice is confirmed and shared, while also identifying areas of concern which can be identified at an early stage and acted upon.

The objective of internal verification is to confirm assessment is fair, aligned to a standard and accurately captures the student's evidence of learning.

Recognising the scale and scope of programmes provided by Civil Defence, this policy is an overview of the internal verification cycle, with individual programme standards and assessments acting on the principle verification

Internal verification is proportionate to the nature and scale of the programme.

Internal verification cycles:

Reflecting the dynamic and changing operational needs of Civil Defence, internal verification is completed on a rolling basis. This ensures volunteers are certified to use their learning to support operations in a timely manner.

Internal verifier
The internal verifier plays a key role ensuring that Civil Defences practices have been applied in a systematic and consistent manner; ensuring the learners academic performance is accurate, creditable and in line with the programme standard.

Sampling strategy:

The sampling strategy is 100%.

It is the practice of Civil Defence College to undertake internal verification of all courses accredited by Civil Defence and / or external certifying bodies.

The overarching principles which guide interval verification include confirming assessments are:

- Valid
- Practical
- Equitable and fair
- Reliable

Internal verification and quality assurance.

All course returns undergo internal verification as part of the Colleges commitment to quality assurance. 100% verification provides an opportunity to confirm that assessments are carried out in line with expectations, standards adhered to across the organisation and improvements identified in real-time.

Internal Verification Journey.

1. Course returns, to include evidence of assessment and administration submitted to the college.

2. Course returns checked for completeness by the administration team, including Minimum Training Standards compliance.

3. Course returns referred to the Course Director for review. Course Director evaluates the assessment evidence based on:

    a. Assessment aligned to the correct programme
    b. Assessment tool(s) aligned to the learning outcomes
    c. Assessment is consistent, fair and accurate

d. Assessment was accessible without undermining the standard.
e. Assessment evidence present for each student
f. Assessment evidence completed in line with the programme standard.
g. Assessment values / scores valid.

Internal Verification Outcomes:

Verification completed by Course Director and returned to administration team for certification

OR

Quality concern referral to College Principal.

AND

Corrective action undertaken by the Course Director to include stakeholder engagement, action plan, reassessment / onsite audit.

SAMPLE: Returns Checklist for Missing Persons Search Responder Course
Course No : VXXXX

Instructor: **Asst Instructor:**

LA:

		Check
1.	Instructor Risk Assessment	
2.	Student Attendance & Result Summary including Volunteer No., Result Outcome & Signed by Instructor, A/Instr & CDO	
3.	Students on registration same as precourse list	
4.	Students – Garda vetted & Active on VR	
5.	Pre Course Questionnaire	
6.	Practical Assessment	
7.	**Short Answer Paper – Check that students have achieved pass rate of 56/70**	
	Comments:	

SAMPLE: Returns Checklist for People Handling Course
Course No : XXXXX

Instructor:　　　　**Asst Instructor:**

LA:

		Check
8.	Student Registration sheet including Volunteer No. & Signed by Instructor & CDO	**Yes**
9.	Students on registration same as precourse list	**Yes**
10.	Students – Garda vetted & Active on VR	**Yes**
11.	Current Manual Handling Record	**Yes**
12.	Skills Assessment Form – Signature & Date	**Yes**
13.	Pre Course Questionnaire	**Yes**
14.	T.I.L.E. Personnel Risk Assessment Form – Signature & Date	**Yes**
15.	Training & Attendance Sheets – Instructor & Students Signatures. Initials & dates	**Yes**
16.	**Short Answer Paper – Check that students have achieved pass rate of 16/20 and that students are remediated on questions marked incorrect which have *.**	**Yes**
17.	Evaluation	**Yes**
18.	Comments:	

SAMPLE: Returns Checklist for FAR (Volunteer Courses)

	Item	Check
1.	**Student Attendance and Result Summary** to include student signature, volunteer number or address where applicable, all results and students initials as each module is completed.	
2.	MCQ Answer Sheets, one per student, completed. **All questions must be <u>marked</u> by the Examiner. 20 Questions, 1 mark per Question. This sheet is to be signed by both the Learner and the Examiner.**	
3.	PHECC CPR/AED Skill Sheet, one per student**. This is the original PHECC CFR Community Skill Sheet.**	
4.	FAR Skill Sheets **(4 skills per student)**. **Enter 1's or 0's in each box, ALL boxes must have a score (no blanks).**	
5.	Course Administration Record – located at end of FAR Assessment Sheets, ALL 5 skills ticked as taught and assessment. **(Signed by Instructor & Examiner)**	
6.	Student Evaluation Sheets	

All of the above to include:

- FAR Instructor Signature and Card Number where indicated.
- FAR Examiner Signature and Card Number where indicated.
- Course number and dates of completion of course.
- Signed by the Civil Defence Officer where indicated.
- MCQ marks and 4 FAR Skill Sheet marks are to be transferred to the Results Summary Sheet.
    - Enter each learners MCQ score out of 20
    - Circle 'S' for Successful or 'NS' for Not Successful for each learner for the CPR/AED skill
    - Enter each learners score for each of the 4 FAR skills
    - Combine the MCQ score and the 4 FAR skills scores for each learner (out of a total of 76)

- Circle 'S' for Successful or 'NS' for Not Successful for each learner under the 'Grade' heading

- Filling out Skill Sheets
  - Ticks to be used for the CPR/AED Skill Sheet
  - Enter 1 or 0 on the 4 FAR Skill Sheets for each element of each skill **(strictly no ticks to be used on these 4 skill sheets)**

- Pencil is <u>NOT</u> to be used on any of the results sheets/answer sheets.

- An external Examiner is required for FULL FAR Courses.

- Please ensure that all information with regard to the students is printed and legible where requested and is consistent on ALL paperwork.

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