



HOW DO I BECOME A CABWI INTERNAL VERIFIER?

Have you recently been approached by your Supervisor or Manager to become an Internal Verifier? If so, this leaflet answers some of the questions you may have.

1. What is an Internal Verifier?

An Internal Verifier is a person who ensures that assessors are undertaking robust and consistent assessments. He/she must also ensure that each candidate is assessed fairly whilst undergoing his/her vocational qualification and must contribute to the development of the assessment team within the assessment centre.

2. Where will I carry out my duties as an Internal Verifier?

You will normally carry out your IV role at your company's centre or associated sites. Every Internal Verifier needs to be attached to a centre and will be approved by CABWI to undertake their internal verification duties for particular qualifications.

3. What do I need in order to undertake this role?

*First and foremost, you need to be **technically competent** in the area(s) in which you will be verifying. To determine this, you need to look at the standards and criteria required for the qualification(s) in question.*

*You will also need to hold an **internal verifier qualification**. This will be EITHER the TDLB Unit D34, or its replacement, the new internal verifier qualification V1¹.*

4. Once I've established that I am technically competent, what else do I need to know?

You need to gain understanding and knowledge about the CABWI internal verification procedure and the philosophy of National Vocational Qualifications (NVQs) or, if you are to be an Internal Verifier in Scotland, the philosophy of Scottish Vocational Qualifications (SVQs). Likewise if you want to become a Street Works Internal Verifier, you need to know what is involved.

¹ Holders of D34 certificates and anyone who is already registered to undertake D34 will not be required to undertake the new V1 unit in order to become an internal verifier. They should, however, ensure that they are aware of current best practice in internal verification, as covered in the new V1 qualification. From 1 January 2003, anyone who does not hold and is not registered to undertake D34 but who wishes to become an internal verifier will need to undertake the new V1 unit.

5. How do I gain this understanding and knowledge?

You will need to either:

- * *Attend an Internal Verifiers' course at a local centre/college, or through open-learning.*
- * *Gain knowledge and understanding from a licensed Internal Verifier. If this is the route taken, then CABWI may require a full outline of topics covered to be sent with your application form.*

6. Do I need to do anything else?

Yes. If you do not hold either D34 or V1, you need to link in with a centre offering the internal verifier qualification and work towards gaining it. It is a national qualification, which involves building up evidence derived from your verifying role to show how you meet the requirements of the national occupational standards for internal verification.

7. What next?

You need to apply to CABWI for a licence.

8. What does that involve?

Obtaining a licence application form from your Centre Co-ordinator and completing it FULLY.

*The following **MUST** accompany the licence application form:*

1. *A copy of your D34 or V1 certificate, or if you are still awaiting its arrival, a letter confirming your achievement from the centre at which you are registered to undertake the qualification.*
2. *If you are still working towards your internal verifier qualification, a letter from the centre with which you are registered to take the qualification, confirming that you are undertaking it.*
3. *A copy of your CV to show how your previous occupational experience is relevant to the qualification(s) that you want to internally verify.*

9. What happens then?

When CABWI has received and approved all of the above, you will receive a licence indicating the areas of the qualification(s) that you are approved to internally verify. This licence will have a unique number, which must be quoted on all paperwork sent to CABWI.

Your licence will either be an:

Internal Verifier-Candidate Licence (if you are working towards your internal verifier qualification)

OR

Internal Verifier Licence (if you have already achieved D34 or V1)

That's all there is to it!

If you need any further assistance, please do not hesitate to contact CABWI Awarding Body on: 020 7957 4523/4517, 1 Queen Anne's Gate, London SW1H 9BT.

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