# League Football Education

#### Job Description

### Job Title: BTEC Internal Verifier

### Location: Home based (travel to Head Office as required)

Responsible to: National Vocational Qualifications Manager

**Responsible for:** A caseload of clubs and Assessors

Overall purpose of role:

To undertake sampling of assessment and internal verification decisions for units from the BTEC in Sporting Performance and Excellence to confirm that LFE national standards have been achieved and upheld across Football Clubs.

To include the following:

* Verifying assessments.
* Advising and supporting BTEC Assessors.
* Keeping accurate records.
* Competence in internal quality assurance.

**Key Tasks and Responsibilities:**

**Verify Assessments**

* Review each club’s assessment plan and agree before assessment activity begins in each academic year.
* Prepare a BTEC internal verification sampling plan, showing when BTEC summative assessments will be sampled.
* Sample the full range of summative assessments and confirm standards.
* Check that Assessors/club staff are providing good quality feedback, support and guidance to learners, and the development of English and maths.
* Provide actions for development when necessary and demonstrate the completion of those actions.
* Approve resubmissions.

**Advising and Supporting BTEC Assessors/Club Staff**

* Monitor how well delivery and summative assessment meet the requirements of the national standard.
* Provide feedback to assessors on their performance and assist in identifying training needs.
* Provide advice and guidance to assessors.

**Keeping Accurate Records**

* Ensure Assessors use appropriate documentation and keep accurate records of summative assessment.
* Ensure records of internal verification against the sample are kept.
* Attend IV meetings (termly) to feedback progress and concerns with clubs.
* Provide information on request to the Lead IV.
* Seek guidance/training on interpretation of BTEC standard.

**Competence in Internal Quality Assurance**

* Participate in LFE’s in-house annual BTEC standardisation activity.
* Follow the requirements laid down in the BTEC handbook and Internal Verification policy in consultation with the Lead IV.
* Complete the IV checklist/personal profile.
* Have a relevant occupation background -should have a working knowledge of the occupational area to determine that evidence being supplied by learners is appropriate. It is acknowledged that it is impractical for all IVs to have detailed specialist knowledge of all aspects of the occupational area.
* Resolve queries about interpretation of the BTEC standard through the BTEC Lead Internal Verifier.
* Give consistent advice to BTEC Assessors on interpretation of the BTEC standard.

**Other Requirements**

* Undertake other occasional duties as reasonably requested.
* Support and promote LFE’s commitment to Safeguarding, Equality & Diversity and Health & Safety. Comply with and support LFE policies and procedures and undergo all relevant training in these key areas.
* Fully engage with the LFE appraisal process, ensuring that:
  + training and development objectives are identified, and best endeavours are made to achieve them
  + job performance targets are identified, and best endeavours are made to achieve them

**Date of Issue: May 2021**