

Ministry of Education, Jamaica Caribbean Vocational Qualification Internal Verification Report

TERRITORY DETAILS		Territory						
		Institution Name						
			Institution Code					
			Contact Person					
PROGRAMME DETAILS			Qualification Title					
			Level					
			Start Date					
			Certification Date					
ASSE	SSORS DETAILS		Name					
			Number					
INTE	RNAL VERIFIER'	S DETAILS	Name					
			Number					
ASSESSMENT SAMPLING PLAN			TOTAL NUMBER OF					
(Internal Verifiers are required to			CANDIDATES					
	le a minimum of		SAMPLE	Size	Names of Candio	lates		
or 10	D percent of the to		SAIVIFLL					
	of candidate	es)						
			UNITS TO BE VERIFIED					
			(please state all units by					
			code and title)					
PERC	ENTAGE RELIAE	BILITY						
(mini	mum reliability	of 80%)						
		I				-		
No.	RECORDS		CRITERIA			STATUS REPORT		
	SAMPLED							
						Use a	tick (✓) to indicate	
						ACCEPTABLE	UNACCEPTABLE	N/A
1.	Assessment	Candidates	Constructive					N/A
1.		Candidates Feedback	Constructive Linked to performance	criteria				N/A
1.	Assessment				erformance			N/A
1.	Assessment	Feedback	Linked to performance Suggest actions for imp	proving pe	erformance			N/A
1.	Assessment	Feedback Completion	Linked to performance Suggest actions for imp Correct documents use	proving pe	erformance			N/A
1.	Assessment	Feedback Completion of	Linked to performance Suggest actions for imp Correct documents use Signatures	proving pe	erformance			N/A
1.	Assessment	Feedback Completion	Linked to performance Suggest actions for imp Correct documents use Signatures Dates	proving pe	erformance			N/A
1.	Assessment	Feedback Completion of Documents	Linked to performance Suggest actions for imp Correct documents use Signatures Dates Accuracy of Informatio	proving pe	erformance			N/A
1.	Assessment	Feedback Completion of Documents Assessmen	Linked to performance Suggest actions for imp Correct documents use Signatures Dates Accuracy of Informatio Clearly stated	proving pe ed n	erformance			N/A
	Assessment Records	Feedback Completion of Documents Assessmen t Decisions	Linked to performance Suggest actions for imp Correct documents use Signatures Dates Accuracy of Information Clearly stated Communicated to cand	proving pe ed n lidates				N/A
1. 2.	Assessment	Feedback Completion of Documents Assessmen t Decisions Building	Linked to performance Suggest actions for imp Correct documents use Signatures Dates Accuracy of Informatio Clearly stated Communicated to cand Developed in keeping v	n lidates vith portf	olio building plan			N/A
	Assessment Records	Feedback Completion of Documents Assessmen t Decisions	Linked to performance Suggest actions for imp Correct documents use Signatures Dates Accuracy of Information Clearly stated Communicated to cand Developed in keeping v On track based on the f	n lidates vith portf	olio building plan			N/A
	Assessment Records	Feedback Completion of Documents Assessmen t Decisions Building	Linked to performance Suggest actions for imp Correct documents use Signatures Dates Accuracy of Informatio Clearly stated Communicated to cand Developed in keeping v On track based on the to Documents are accessi	n lidates vith portf training so	olio building plan			N/A
	Assessment Records	Feedback Completion of Documents Assessmen t Decisions Building Process	Linked to performance Suggest actions for imp Correct documents use Signatures Dates Accuracy of Informatio Clearly stated Communicated to cand Developed in keeping w On track based on the f Documents are accessi Pages are securely fast	n lidates vith portf training so	olio building plan			N/A
	Assessment Records	Feedback Completion of Documents Assessmen t Decisions Building Process Portfolio	Linked to performance Suggest actions for imp Correct documents use Signatures Dates Accuracy of Informatio Clearly stated Communicated to cand Developed in keeping v On track based on the to Documents are accessi Pages are securely faste Title Page	n lidates vith portf training so	olio building plan			N/A
	Assessment Records	Feedback Completion of Documents Assessmen t Decisions Building Process	Linked to performance Suggest actions for imp Correct documents use Signatures Dates Accuracy of Information Clearly stated Communicated to cand Developed in keeping v On track based on the to Documents are accessi Pages are securely faste Title Page Table of Contents	n lidates vith portf training so ble ened	olio building plan chedule			N/A
	Assessment Records	Feedback Completion of Documents Assessmen t Decisions Building Process Portfolio	Linked to performance Suggest actions for imp Correct documents use Signatures Dates Accuracy of Information Clearly stated Communicated to cand Developed in keeping w On track based on the to Documents are accessi Pages are securely fast Title Page Table of Contents Sufficient to validate co	n lidates vith portf training so ble ened	olio building plan chedule			N/A
	Assessment Records	Feedback Completion of Documents Assessmen t Decisions Building Process Portfolio	Linked to performance Suggest actions for imp Correct documents use Signatures Dates Accuracy of Information Clearly stated Communicated to cand Developed in keeping w On track based on the f Documents are accessi Pages are securely faste Title Page Table of Contents Sufficient to validate co piece of evidence required	n lidates vith portf training so ble ened ompetenc	olio building plan chedule ies (<i>more than one</i>			N/A
	Assessment Records	Feedback Completion of Documents Assessmen t Decisions Building Process Portfolio	Linked to performance Suggest actions for imp Correct documents use Signatures Dates Accuracy of Informatio Clearly stated Communicated to cand Developed in keeping v On track based on the to Documents are accessi Pages are securely faste Title Page Table of Contents Sufficient to validate co <i>piece of evidence required</i> Industry attachment/fie	n lidates with portf training so ble ened ompetenc t) eld trips/v	olio building plan chedule ies (<i>more than one</i> work experience			N/A
	Assessment Records	Feedback Completion of Documents Assessmen t Decisions Building Process Portfolio	Linked to performance Suggest actions for imp Correct documents use Signatures Dates Accuracy of Informatio Clearly stated Communicated to cand Developed in keeping v On track based on the to Documents are accessi Pages are securely faste Title Page Table of Contents Sufficient to validate co <i>piece of evidence required</i> Industry attachment/fie reports (<i>students and/or</i>	n lidates with portf training so ble ened ompetenc d) eld trips/v	olio building plan chedule ies (<i>more than one</i> work experience			N/A
	Assessment Records	Feedback Completion of Documents Assessmen t Decisions Building Process Portfolio	Linked to performance Suggest actions for imp Correct documents use Signatures Dates Accuracy of Information Clearly stated Communicated to cand Developed in keeping v On track based on the to Documents are accessi Pages are securely faste Title Page Table of Contents Sufficient to validate co piece of evidence required Industry attachment/file reports (students and/or Photographs (relevant,	n lidates with portf training so ble ened ompetenc d) eld trips/v	olio building plan chedule ies (<i>more than one</i> work experience			N/A
	Assessment Records	Feedback Completion of Documents Assessmen t Decisions Building Process Portfolio	Linked to performance Suggest actions for imp Correct documents use Signatures Dates Accuracy of Information Clearly stated Communicated to cand Developed in keeping w On track based on the to Documents are accessi Pages are securely fast Title Page Table of Contents Sufficient to validate co piece of evidence required Industry attachment/fit reports (students and/or Photographs (relevant, descriptors and titles)	n lidates with portf training so ble ened ompetenc d) eld trips/v	olio building plan chedule ies (<i>more than one</i> work experience			N/A
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	Assessment Records	Feedback Completion of Documents Assessmen t Decisions Building Process Portfolio	Linked to performance Suggest actions for imp Correct documents use Signatures Dates Accuracy of Informatio Clearly stated Communicated to cand Developed in keeping v On track based on the f Documents are accessi Pages are securely fast Title Page Table of Contents Sufficient to validate co <i>piece of evidence required</i> Industry attachment/fit reports (<i>students and/or</i> Photographs (<i>relevant,</i> <i>descriptors and titles</i>) Reflections	n lidates with portf training so ble ened ompetenc d) eld trips/v <i>employers</i> dated, au	olio building plan chedule ies (<i>more than one</i> work experience ;) <i>uthenticated with</i>			N/A

		Resumes/Personal Profile		
		Testimonials (optional)		
CORREC	PRACTISE			
ACTION: REQUIRI	CAPACITY BUILDING			

SUMMARY OF FINDINGS

COMPLIANCE REPORT	COMMENTS/RECOMMENDATIONS
STANDARDS	
PROCEDURES	
RECORDS KEEPING	

ASSESSOR:		
	SIGNATURE	DATE
INTERNAL VERIFIER:		
	SIGNATURE	DATE
HEAD OF INSTITUTION:		
	SIGNATURE	DATE