Internal Verification and External Verification

**Internal Verification**

The Hair Professional Apprenticeship Standard **requires** training providers to implement Internal Quality Assurance procedures for the on-programme qualification (in hairdressing or barbering).

Training Providers should have an effective internal quality assurance strategy and processes in place to ensure apprentices are assessed fairly, consistently and that standards are being met, whilst on-programme.

To ensure all assessment activities are valid and effective, and that assessors’ decisions are accurate a centre’s internal verification process should:

- Identify internal quality assurers who are responsible for implementing these processes. If necessary identify a coordinating internal quality assurer who manages the process.
- Produce an effective internal quality assurance policy
- Produce and maintain a clear audit trail of decision making and action
- Produce a schedule of assessment activities and assessment decisions
- Produce a training and standardisation plan for all those involved in internal quality assurance

Internal quality assurers should observe assessors at regular intervals. The reliability, validity and authenticity of evidence must be checked during these observations.

**External Verification**

The Hair Professional Apprenticeship Standard **will not** be subject to annual External Quality Assurance (EQA) checks.

VTCT will not on a regular basis visit training providers offering the Hair Professional apprenticeship standard to review the on-programme qualification assessments. VTCT will instead implement a spot check scenario to ensure; fair, consistent and reliable assessments made by VTCT centres.

The reason for this is; the End Point Assessment becomes the quality stamp of approval for every apprentice, negating the need for regular EQA visits.

Ofqual is the EQA organisation for the Hair Professional Apprenticeship Standard and VTCT is subject to their quality processes as part of the End Point Assessment Organisation criteria.

**Functional Skills**

If a training provider uses VTCT partner – SkillsFirst, for functional skills (speaking and listening), the centre will be subject to one EQA visit for functional skills per annum.

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The content of this documents has been created by a subject matter expert and is offered as optional advice only.