

**Example Only****Upgrading of Existing Centre Approval for Chemical, Pharmaceutical & Petro-Chemical Operations N/SVQs****Details of the induction programme for candidates, assessors & internal verification.**

It is intended that all candidates will be inducted onto the N/SVQ programme with reference to PAA\VO-SET materials such as the Centre Portfolio, Candidate's Guide, the relevant N/SVQ Standards and company documentation.

Assessors approved to operate on site are recorded through the Company authorised assessor list and documented in the N/SVQ Centre File.

The internal verification process is established and is subject to regular scrutiny by the External Verifier. Set up to satisfy the needs of both the Company's Internal Verification & Quality Assurance procedures and those of PAA\VO-SET.

**Assessors and Internal Verifiers for the new award.**

These are established and can demonstrate occupational competence gained in the Chemical, Pharmaceutical or Petro-Chemical Industry. They all hold or are working towards the appropriate Assessor & Verifier Awards.

**Details of how the existing internal verification procedures will be used for the new award.**

A Company procedure is in place evidenced by archived external verifier approval & monitoring visit reports open to inspection by approved audit authorities.

**N/SVQ Levels**

The centre intends to use the complexity rating forms for the normal Process Operations N/SVQs at Levels 1 to 3 in any decision made. Candidates for the N/SVQ Level 3 & 4 Technical Support Units will have sufficient experience and hold a suitable responsible position in their vocational area.

**Details of how knowledge and understanding will be assessed for the new award.**

Through observations, company documentation and direct questions put to the candidates relating to the specific function they are undertaking and completion of approved in-house training & development initiatives.

**How the centre will meet the requirements of the assessment strategy.**

All assessors and internal verifiers will hold or are working towards obtaining appropriate Assessor & Verifier Awards. All assessment will take place in the workplace and approved simulations will only be used in exceptional circumstance (e.g. emergency procedures)

Through the established internal verification process when qualified assessors and verifiers review and report on assessments and assessor performance.

**Details of any assignments that may be used to generate evidence.**

There may be a need for candidates to undertake assignments or project type work for some units, when this occurs the parameters / content will be agreed by the candidate and assessor in consultation with their designated Internal Verifier.