



# Verification Policy

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## 1. Change Control

Version	Author of Change	Date	Details of Change
2019.01	Gerhard van der Berg	July 2019	Creation of Assessment policy.

## 2. Record of Approvals

Level*	Committee Name	Date
1	Ravin Rughoonandan (Content Design Manager)	July 2019
2	Pragasen Moodley (Director, Learning Services AME)	July 2019
3	Candice Govender (Legal Director, AME)	July 2019
4	Pieter Bensch (Executive Vice President, AME)	July 2019

\* Level of approval

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## 3. Policy Statement

Verification involves Assessment and Moderation Practices and is connected in all Operation Processes. A combination of the various Verification Processes can be more time consuming but will be more penetrating and less damaging on resources than to undertake separate evaluations over a period. This system is designed to provide necessary quality controls for all operations processes and involved factors.

## 4. Sage Verification Policies

	Policy	Purpose
1	Document Control and Administration Policy	The purpose of this policy is to ensure Sage has records of all learners' who have booked for training and that all records are kept safe and secure.
2	Assessment policy	The purpose of this policy is to define the policies and procedures to be followed for: <ul style="list-style-type: none"><li>• Assessments (online, portfolio of evidence and practical),</li><li>• Recognition of Prior Learner achievements,</li><li>• Moderation, and</li><li>• Appeals process.</li></ul>
3	Program Development Policy and Procedure	The purpose of this policy is to establish a standard on the approval process for new program material and the update and/or changes to be made on existing program material: <ul style="list-style-type: none"><li>• Creating new program material,</li><li>• Updating program material,</li><li>• Creating new e-learning material,</li><li>• Updating e-learning material,</li><li>• Creating a new assessment,</li><li>• Updating assessments,</li><li>• Quality control and approval process.</li></ul>
4	Program Production Policy	The purpose of this policy is to set a standard across the organisation on the production, preparation and distribution of training and all/any relevant resources such as: <ul style="list-style-type: none"><li>• training material,</li><li>• e-learning material,</li><li>• Customer program outlines.</li></ul>

5	Evidence Control Policy	This policy are addressing the actions taken regarding the receiving, recording and filing of delegate evidence submitted. This includes the general policy and a step-by-step procedure for submitting; collecting; storing and transporting.
6	Learner Guidance and Support Policy	The purpose of this policy is to outline the policy and procedure to be followed for Learner support structures.
7	Special Needs Policy and Procedure	This policy applies to all Sage certification programs, all learners and potential learners with disabilities or special needs. The policy will have an impact on all learner policies and procedures.
8	External or Off-site Venue Policy	The Sage Authorized Learning Services Partner Program (SALP) is designed to extend our community of experts.
9	Recognition of Prior Learning Policy and Procedure	The purpose of this policy is to assist Assessors and Moderators in the process of guiding and supporting all learners through the Assessment and Moderation process and is broken up into Recognition of Prior Learning / Achievements.
10	Assessor and Moderator Code of Conduct	This Code applies to all activities of the Sage's training division, Committees, Trustees, Executive Management Committee and Sub-Committees, as well as the organizations Administrative Office and any other related bodies.
11	Assessment Policy and Procedure	This policy document is designed to assist Assessors and Moderators in the process of guiding and supporting all learners through the Assessment and Moderation process and will be broken up into the following: <ul style="list-style-type: none"> <li>• Assessment</li> <li>• Appeals process</li> <li>• Recognition of Prior Learning / Achievements</li> </ul>
12	Appeals Policy and Procedure	This policy document is designed to assist Assessors and Moderators in the process of guiding and supporting all learners through the Assessment and Moderation process and will be broken up into the Appeals process.
13	Irregularity Policy	The purpose of this policy is to define the irregularity process and principles.
14	Moderation Policy	This Code applies to all activities of the Sage's training division, Committees, Trustees, Executive Management Committee and Sub-Committees, as well as the organizations Administrative Office and any other related bodies.

15	Certification Policy and Procedure	The purpose of this policy is to implement the necessary steps in the Certification process to be followed to ensure that all Certification Quality Measures are met and maintained.
16	Programme coordination checklist	The purpose of this policy is to define the steps in creating a new learning programme and the steps that the coordinators must follow.

## 5. Contacts

Should you have any questions about the content of this policy please contact the training department via email: [Training.Za@sage.com](mailto:Training.Za@sage.com).