



**Level 4 Certificate in Leading
the Internal Quality Assurance
of Assessment Processes and
Practice**

(ED501-03)

Qualification

Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and practice (ED501-03)

Title and level	GLH	TQT	WorldSkills Qualification number
Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and practice	115	172	ED501-03

Introduction

This document tells you what you need to do to deliver the qualifications:

Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and practice is a qualification that is either assessed using workplace or realistic work environment.

The qualification is designed to support the candidate to be able to verify the assessment process and confirm the judgements made by the assessor on the validity, authenticity, current, sufficient and reliable to meet the awarding body standards. It will give the candidates the knowledge required to manage standardisation meetings and the assessment process and sampling to ensure that all awarding body expectations are met.

Candidate Entry Requirements

Candidates should not be entered for this qualification if they do not have the occupational competence and knowledge to manage the Internal verification process. Candidates should hold an Assessor Award prior to starting the qualification.

Qualification Units

To achieve the **Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and practice (ED501-03)** learners must achieve **17** credits

All mandatory units must be achieved

Mandatory Units

GSQ Unit code	Ofqual Unit Reference	Unit Title	Credit Value	GLH
702	T/601/5320	Understanding the principles and practices of internally assuring the quality of assessment	6	45
703	A/601/5321	Internally Assure the quality of assessment	6	45
704	H/600/9674	Plan, Allocate and monitor work in own area of responsibility	5	25

Total Qualification Time

Total Qualification Time (TQT) is the total amount of time, in hours, expected to be spent by a Learner to achieve a qualification. This includes both guided learning hours and hours spent in preparation, study and assessment.

Title and level	GLH	TQT
Level 4 Award in the Internal Quality Assurance of assessment Processes	115	170

Portfolio of evidence

To achieve this portfolio, you will need to produce a portfolio of evidence to show that you have the knowledge and skills in your chosen qualification. You will need to demonstrate the practical skills required and be observed by a competent tutor/assessor who will support you with evidence collection.

Your knowledge and understanding and practical skills will be assessed using the assessment methods listed below:

- Projects
- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies

- Professional discussion

Centre Requirements

As a minimum, it is expected that centres seeking approval for this qualification have qualified assessor and internal verification systems in place to train and supervise new assessors.

Centre Staffing

Staff delivering these qualifications must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be occupationally competent or technically knowledgeable in the area[s] for which they are delivering training and/or have experience of providing training. This knowledge must be to the same level as the training being delivered
- have recent relevant experience in the specific area they will be assessing and continue to achieve and minimum 30 professional development hours per year
- have credible experience of providing training

Centre staff may undertake more than one role, e.g. tutor and assessor or internal quality assurer, but cannot internally quality assure their own assessments.

Continual Professional Development (CPD)

Centres must support their staff to ensure that they have a current knowledge of the occupational area, that delivery, mentoring, training, assessment and verification is in line with best practice, and that it takes account of any national or legislative developments.

Qualification Structure

Unit 702 Understanding the principles and practices of internally assuring the quality of assessment

UAN: T/601/5320

Level: 4

Credit value: 6

GLH: 45

Aim

The aim of this unit is to develop your knowledge and understanding that underpins the internal quality assurance of assessment.

Achieving knowledge outcomes

Your knowledge and understanding will be assessed using some of the following methods

- Projects
- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies
- Professional discussion

Learning outcome 1 1. Understand the context and principles of internal quality assurance	1.1 Explain the functions of internal quality assurance in learning and development 1.2 Explain the key concepts and principles of the internal quality assurance of assessment 1.3 Explain the roles of practitioners involved in the internal and external quality assurance process 1.4 Explain the regulations and requirements for internal quality assurance in own area of practice
Learning outcome 2 2. Understand how to plan the internal quality assurance of assessment	2.1 Evaluate the importance of planning and preparing internal quality activities 2.2 Explain what an internal quality assurance plan should contain 2.3 Summarise the preparations that need to be made for internal quality assurance, including: • information collection • communications • administrative arrangements • resources
Learning outcome 3 3. Understand techniques and criteria for monitoring the quality of assessment internally	3.1 Evaluate different techniques for sampling evidence of assessment, including use of technology 3.2 Explain the appropriate criteria to use for judging the quality of the assessment process

Learning outcome 4 4. Understand how to internally maintain and improve the quality of assessment	4.1 Summarise the types of feedback, support and advice that assessors may need to maintain and improve the quality of assessment 4.2 Explain standardisation requirements in relation to assessment 4.3 Explain relevant procedures regarding disputes about the quality of assessment
Learning outcome 5 5. Understand how to manage information relevant to the internal quality assurance of assessment	5.1 Evaluate requirements for information management, data protection and confidentiality in relation to the internal quality assurance of assessment
Learning outcome 6 6. Understand the legal and good practice requirements for the internal quality assurance of assessment	6.1 Evaluate legal issues, policies and procedures relevant to the internal quality assurance of assessment, including those for health, safety and welfare 6.2 Evaluate different ways in which technology can contribute to the internal quality assurance of assessment 6.3 Explain the value of reflective practice and continuing professional development in relation to internal quality assurance 6.4 Evaluate requirements for equality and diversity and, where appropriate, bilingualism, in relation to the internal quality assurance of assessment

Unit 703 Internally assure the quality of assessment

UAN: A/601/5321

Level: 4

Credit value: 6

GLH: 45

Aim

The aim of this unit is to develop your performance as a learning and development practitioner with responsibility for the internal quality assurance of assessment.

Knowledge of outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below*:

- Projects
- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies
- Professional discussion

Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

Learning outcome 1 1. Be able to internally evaluate the quality of assessment	1.1	Carry out internal monitoring activities to quality requirements
	1.2	Evaluate assessor expertise and competence in relation to the requirements of their role
	1.3	Evaluate the planning and preparation of assessment processes
	1.4	Determine whether assessment methods are safe, fair, valid and reliable
	1.5	Determine whether assessment decisions are made using the specified criteria
	1.6	Compare assessor decisions to ensure they are consistent
Learning outcome 2	2.1	Provide assessors with feedback, advice and support, including professional

2. Be able to internally maintain and improve the quality of assessment	development opportunities, which help them to maintain and improve the quality of assessment 2.1 Apply procedures to standardise assessment practices and outcomes
Learning outcome 3 3. Be able to manage information relevant to the internal quality assurance of assessment	3.1 Apply procedures for recording, storing and reporting information relating to internal quality assurance 3.2 Follow procedures to maintain confidentiality of internal quality assurance information
Learning outcome 4 4. Be able to maintain legal and good practice requirements when internally monitoring and maintaining the quality of assessment	4.1 a. Apply relevant policies, procedures and legislation in relation to internal quality assurance, including those for health, safety and welfare 4.2 Apply requirements for equality and diversity and, where appropriate, bilingualism, in relation to internal quality assurance

Unit 704 Plan, allocate and monitor work in own area of responsibility

UAN: H/600/9674

Level: 4

Credit value: 5

GLH: 25

Aim

This unit helps learners to plan, allocate and monitor work in own area of responsibility, and make any necessary changes to original work plans.

Knowledge of outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below*:

- Projects
- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies
- Professional discussion

Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

Learning outcome 1 1. Be able to produce a work plan for own area of responsibility	1.1 Explain the context in which work is to be undertaken 1.2 Identify the skills base and the resources available 1.3 Examine priorities and success criteria needed for the team 1.4 Produce a work plan for own area of responsibility
Learning outcome 2 2. Be able to allocate and agree responsibilities with team members	2.1 Identify team members' responsibilities for identified work activities 2.2 Agree responsibilities and SMART (Specific, Measurable, Achievable, Realistic and Time-bound) objectives with team members

Learning outcome 3	3.1	Identify ways to monitor progress and quality of work
3. Be able to monitor the progress and quality of work in own area of responsibility and provide feedback	3.2	monitor and evaluate progress against agreed standards and provide feedback to team members
Learning outcome 4	4.1	review and amend work plan where changes are needed
4. Be able to review and amend plans of work for own area of responsibility and communicate changes	4.2	communicate changes to team members

You must produce evidence of covering the minimum requirements

<i>minimum ALL Internal verification process</i>
Organisation of assessment
Qualifications
Practical assessments
Evidence portfolios
Staff CPD logs
Assessment papers
<i>minimum of 4 Assessment methods</i>
Observation of performance
Examining products of work
Questioning of learners
Questioning of assessors
Recognising prior learning
<i>minimum of 3 Assessors</i>
New to verification
Used to verification
With assessor award
Without assessor award
<i>minimum ALL Records</i>
Verifier records
Assessment book
Centre tracking records
Awarding organisation documentation
<i>Assessors working with a minimum of 1 specific need</i>
Physical needs
Literacy difficulties
Language differences
<i>minimum of 2 Verification</i>
Internal verification
External verification
Sampling by verifiers
<i>minimum of ALL Regulations and good practice requirements</i>
Equality and diversity
Bilingualism
Health, safety and welfare

Reasonable adjustments
Appeals procedures
Data protection and confidentiality
Rules for appearance and behaviour
Authenticity and validity of evidence
Currency
Sufficient evidence
Occupational standards