



Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice (RQF)



LEVEL 4 Award

Internal Quality Assurance of Assessment Processes and Practice (RQF)

Objective

OVERVIEW

Who is this qualification for?

The qualification is designed to provide candidates with the necessary knowledge and skills to internally quality-assure assessment decisions. It is aimed at those who are already qualified assessors and have responsibility for internal quality assurance within an assessment centre/organisation.

Its primary purpose is to confirm the learner's occupational competence as an internal quality-assurer of work-based qualifications. As a work-related, competence-based qualification, it provides confirmation to employers and industry managers that the learner has the skills and knowledge needed to meet the nationally-recognised standard to carry out the role.

Achieving the qualification demonstrates the learner's competence in monitoring assessment processes and decisions within an organisation in addition to helping to maintain and improve the quality of assessment within the work environment.

The qualification is competence-based and is assessed, primarily, by observation of the learner's performance when carrying out monitoring activities; inspection of related work products; and professional discussion to confirm the learner's knowledge and understanding of the principles. Other supporting methods of assessment may also be used.

This qualification is intended for those who wish to gain an understanding of the principles and practices of internal quality assurance without any requirement to practice.

The objective of the qualification is to support a role in the workplace, or to prepare learners to progress to a qualification in the same subject area but at a higher level or where more specific knowledge, skills and understanding is required.



Level 4 Internal Quality Assurance of Assessment Processes and Practice

Unit Reference	Unit Title	Level	GLH	Credit
T/601/5320	Understanding the principles and practices of internally assuring the quality of assessment	4	45	6
A/601/5321	Internally assure the quality of assessment	4	45	6



UNIT 1 Understanding the principles and practices of internally assuring the quality of assessment

The aim of this unit is to assess knowledge and understanding of the principles and practices that underpin the internal quality assurance of assessment.

Understand the context and principles of internal quality assurance	Explain the functions of internal quality assurance in learning and development	Understand techniques and criteria for monitoring the quality of assessment internally	Evaluate different techniques for sampling evidence of assessment, including use of technology
	Explain the key concepts and principles of the internal quality assurance of assessment		Explain the appropriate criteria to use for judging the quality of the assessment process
	Explain the roles of practitioners involved in the internal and external quality assurance process	Understand how to internally maintain and improve the quality of assessment	Summarise the types of feedback, support and advice that assessors may need to maintain and improve the quality of assessment
	Explain the regulations and requirements for internal quality assurance in own area of practice		Explain standardisation requirements in relation to assessment
Understand how to plan the internal quality assurance of assessment	Evaluate the importance of planning and preparing internal quality assurance activities		Explain relevant procedures regarding disputes about the quality of assessment
	Explain what an internal quality assurance plan should contain	Understand how to manage information relevant to the internal quality assurance of assessment	Evaluate requirements for information management, data protection and confidentiality in relation to the internal quality assurance of assessment
	Summarise the preparations that need to be made for internal quality assurance, including: <ul style="list-style-type: none"> • information collection • communications • administrative arrangements • resources 		

UNIT 1 Understanding the principles and practices of internally assuring the quality of assessment cont.

Understand the legal and good practice requirements for the internal quality assurance of assessment

Evaluate legal issues, policies and procedures relevant to the internal quality assurance of assessment, including those for health, safety and welfare

Evaluate different ways in which technology can contribute to the internal quality assurance of assessment

Explain the value of reflective practice and continuing professional development in relation to internal quality assurance

Evaluate requirements for equality and diversity and, where appropriate, bilingualism, in relation to the internal quality assurance of assessment



UNIT 2 Internally assure the quality of assessment

The aim of this unit is to assess the trainee IQA's performance in assuring the quality of assessment from within an organisation or assessment centre.

Be able to plan the internal quality assurance of assessment	Plan monitoring activities according to the requirements of own role	Be able to internally maintain and improve the quality of assessment	Provide assessors with feedback, advice and support, including professional development opportunities, which help them to maintain and improve the quality of assessment
	Make arrangements for internal monitoring activities to assure quality		Apply procedures to standardise assessment practices and outcomes
Be able to internally evaluate the quality of assessment	Carry out internal monitoring activities to quality requirements	Be able to manage information relevant to the internal quality assurance of assessment	Apply procedures for recording, storing and reporting information relating to internal quality assurance
	Evaluate assessor expertise and competence in relation to the requirements of their role		Follow procedures to maintain confidentiality of internal quality assurance information
	Evaluate the planning and preparation of assessment processes	Be able to maintain legal and good practice requirements when internally monitoring and maintaining the quality of assessment	Apply relevant policies, procedures and legislation in relation to internal quality assurance, including those for health, safety and welfare
	Determine whether assessment methods are safe, fair, valid and reliable		Apply requirements for equality and diversity and, where appropriate, bilingualism, in relation to internal quality assurance
	Determine whether assessment decisions are made using the specified criteria		Critically reflect on own practice in internally assuring the quality of assessment
	Compare assessor decisions to ensure they are consistent		Maintain the currency of own expertise and competence in internally assuring the quality of assessment

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