

Qualifications Network

A candidate's guide to our
**External Quality Assurance
Qualifications**

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Introduction

This qualification specification outlines key information required by candidates to ensure they have are able to make an informed decision in regards to the qualifications they are undertaking.

Qualification purpose

This suite of qualifications are aimed at those undertaking, or looking to undertake the role of an External quality assurer, or EQA. This will commonly involve working with an Awarding Organisation.

Qualification objective

This qualification has the purpose of supporting a role in the workplace.

Qualification structure

This suite is made up of three qualifications.

Qualification title

QNUK Level 4 Award in Understanding the External Quality Assurance of assessment processes and Practice (RQF)

Qualification accreditation number

601/6013/5

Qualification level

4

Credit value

6

Guided learning hours (GLH)

45

Total Qualification Time (TQT)

60

Unit one title

Understanding the principles and practices of externally assuring the quality of assessment

Unit one reference number

F/601/5322

Qualification title

QNUK Level 4 Award in the External Quality Assurance of Assessment Processes and Practice (RQF)

Qualification accreditation number

601/6014/7

Qualification level

4

Credit value

12

Guided learning hours (GLH)

75

Total Qualification Time (TQT)

120

Unit one title

Understanding the principles and practices of externally assuring the quality of assessment

Unit one reference number

F/601/5322

Unit two title

Externally assure the quality of assessment

Unit two reference number

J/601/5323

Qualification title

QNUK Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice (RQF)

Qualification accreditation number

601/6016/0

Qualification level

4

Credit value

17

Guided learning hours (GLH)

100

Total Qualification Time (TQT)

170

Unit one title

Understanding the principles and practices of externally assuring the quality of assessment

Unit one reference number

F/601/5322

Unit two title

Externally assure the quality of assessment

Unit two reference number

J/601/5323

Unit three title

Plan, allocate and monitor work in own area of responsibility

Unit three reference number

H/600/9674

Pre-requisites

It is recommended that learners have experience of assessment/internal verification

This qualification is appropriate for learners that are 19+

There are no other nationally agreed entry requirements.

Geographical coverage

This qualification is available to candidates across the UK. The Qualification can be delivered in other countries; however, candidates should be aware that the protocols meet current UK guidelines.

Acceptable forms of I.D.

The list below outlines acceptable forms of identification for candidates undertaking a regulated qualification with Qualifications Network.

Ideally candidates should provide at least 1 form of photo I.D. If photo I.D is not available, 2 forms of non-photographic I.D can be produced.

Acceptable forms of photographic I.D (1 required) are:

- Signed UK Photo card driving licence
- Signed passport (any nationality)
- Valid EU Photo identity card
- SIA security licence (with photo)
- Current and valid warrant card issued by HM forces or Police
- Current and valid Prison service card (with photo)
- Proof of age card
- Employee photo identification card
- Student photo identification card for a recognised educational establishment
- Firearms license (with photo)

Acceptable forms of non-photographic I.D (2 required) are:

- Current driving license – paper version
- Birth certificate
- Marriage/civil partnership certificate
- Mortgage statement (issued within past 12 months)
- Bank or building society statement (issued within last 3 months)
- Bank or building society account opening confirmation letter (issued within last 3 months)
- Credit card statement (issued within last 3 months)
- Pension or endowment financial statement (issued within last 12 months)
- P45 or P60 statement (issued within last 12 months)
- Council tax statement (issued within last 12 months)
- Valid work permit or visa issue by UK government
- Utility bill – excluding mobile phone bill (issued within last 3 months)
- Benefit statement e.g. child benefit, pension (issued within last 3 months)

Units of assessment

Unit one title

Understanding the principles and practices of externally assuring the quality of assessment

Learning outcomes:

The learner will:

Assessment criterion:

The learner can:

1	Understand the context and principles of external quality assurance	1.1	Analyse the functions of external quality assurance of assessment in learning and development
		1.2	Evaluate the key concepts and principles of external quality assurance of assessment
		1.3	Evaluate the roles of practitioners involved in the quality assurance process
		1.4	Explain the regulations and requirements for external and internal quality assurance in own area of practice
2	Understand how to plan the external quality assurance of assessment	2.1	Evaluate the importance of planning and preparing external quality assurance activities
		2.2	Explain what an external quality assurance plan should contain
		2.3	Summarise the preparations that need to be made for external quality assurance activities, including: <ul style="list-style-type: none"> • information collection • communications • administrative arrangements • resources
		2.4	Explain how to adapt external monitoring and evaluation approaches to meet customer need without compromising quality standards
3	Understand how to externally evaluate the quality of assessment and internal quality assurance	3.1	Explain the procedures for externally monitoring and evaluating internal quality assurance arrangements and practices
		3.2	Interpret the requirements for externally monitoring and evaluating internal assessment arrangements and practices
		3.3	Evaluate different techniques for externally sampling evidence of assessment, including those that use technology
4	Understand how to externally maintain and improve the quality of assessment	4.1	Critically compare the types of feedback, support and advice that internal assessment and quality assurance staff may need to maintain and improve the quality of assessment
		4.2	Evaluate standardisation requirements relevant to the external quality assurance of assessment
		4.3	Explain the importance of providing feedback, support and advice to internal assessment and quality assurance staff that is consistent with standardisation requirements
		4.4	Explain the relevant procedures to follow when there are disputes concerning quality assurance and assessment

5	Understand how to manage information relevant to external quality assurance	5.1	Evaluate the requirements for information management, data protection and confidentiality in relation to external quality assurance
6	Understand the legal and good practice requirements relating to external quality assurance	6.1	Evaluate legal issues, policies and procedures that are relevant to external quality assurance, including those for health, safety and welfare
		6.2	Critically compare different ways in which technology can contribute to external quality assurance
		6.3	Evaluate requirements for equality and diversity and, where appropriate, bilingualism, in relation to the external quality assurance of assessment
		6.4	Explain the value of reflective practice and continuing professional development in relation to external quality assurance

Unit two title

Externally assure the quality of assessment

Learning outcomes:

The learner will:

Assessment criterion:

The learner can:

1	Be able to plan the external quality assurance of assessment	1.1	Plan procedures for the external quality assurance of assessment
		1.2	Communicate procedures for external quality assurance to the organisations and individuals concerned
		1.3	Ensure arrangements and resources are in place for external monitoring and evaluation
2	Be able to externally evaluate internal quality assurance and assessment	2.1	Carry out monitoring activities to quality requirements
		2.2	Evaluate the quality of internal quality assurance systems
		2.3	Evaluate the quality of internal administrative arrangements
		2.4	Evaluate the quality of internal staffing and internal staff expertise and competence
		2.5	Determine whether assessment arrangements, methods and decisions meet quality requirements
3	Be able to maintain and improve internal quality assurance processes	3.1	Provide staff with feedback, advice and support which help them maintain and improve the quality of assessment
		3.2	Apply procedures for the standardisation of assessment practices and outcomes

4	Be able to manage information relevant to the external quality assurance of assessment	4.1	Apply procedures for recording, storing, reporting information relating to external quality assurance
		4.2	Apply procedures to maintain confidentiality of information relating to external quality assurance
5	Be able to maintain legal and good practice requirements when externally monitoring and maintaining the quality of assessment	5.1	Apply policies, procedures and legislation relevant to the external quality assurance of assessment, including those for health, safety and welfare
		5.2	Apply requirements for equality and diversity and, where appropriate, bilingualism, to the external quality assurance of assessment
		5.3	Critically reflect on own practice in externally assuring the quality of assessment
		5.4	Maintain the currency of own expertise and competence as relevant to external quality assurance

Unit three title

Plan, allocate and monitor work in own area of responsibility

Learning outcomes:

The learner will:

Assessment criterion:

The learner can:

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

Assessment methods

Candidates are required to complete a portfolio of evidence. Observation is required for the QNUK Level 4 Award in the External Quality Assurance of Assessment Processes and Practice and the Leading the External Quality Assurance of Assessment Processes and Practice

Reasonable adjustments

All candidates are required to complete the assessment criteria in a manner appropriate to the purpose of the qualification.

The prescribed assessment methods for this qualification should not unfairly disadvantage candidates, who would otherwise be able to demonstrate competence in the assessment criteria and in line with the purpose of the qualification.

If you feel the assessment methods above would disadvantage you please contact your centre to discuss reasonable adjustment.