

Qualifications Network

A candidate's guide to our
**Internal 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 IQA qualifications are aimed at those undertaking, or looking to undertake the role of an Internal quality assurer, or IQA. This will commonly involve working within a centre.

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 Internal Quality Assurance of Assessment Processes and Practice

Qualification accreditation number

601/6009/3

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 internally assuring the quality of assessment

Unit one reference number

T/601/5320

Qualification title

QNUK Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice

Qualification accreditation number

601/6011/1

Qualification level

4

Credit value

12

Guided learning hours (GLH)

90

Total Qualification Time (TQT)

120

Unit one title

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

Unit one reference number

T/601/5320

Unit two title

Internally assure the quality of assessment

Unit two reference number

A/601/5321

Qualification title

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

Qualification accreditation number

601/6012/3

Qualification level

4

Credit value

17

Guided learning hours (GLH)

115

Total Qualification Time (TQT)

170

Unit one title

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

Unit one reference number

T/601/5320

Unit two title

Internally assure the quality of assessment

Unit two reference number

A/601/5321

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 and/or hold one of the following qualifications:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement
- A1 Assess candidate performance using a range of methods
- D32/D33 assess candidates performance/assess candidates using a different range of methods

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 internally assuring the quality of assessment

Learning outcomes:

Assessment criterion:

The learner will:

The learner can:

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
2	Understand how to plan the internal quality assurance of assessment	2.1	Evaluate the importance of planning and preparing internal quality assurance 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: <ul style="list-style-type: none"> • information collection • communications • administrative arrangements • resources
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
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
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
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
<p>Unit two title</p> <p>Internally assure the quality of assessment</p> <p><i>Learning outcomes:</i> <i>The learner will:</i></p>		<p><i>Assessment criterion:</i> <i>The learner can:</i></p>	
1	Be able to plan the internal quality assurance of assessment	1.1	Plan monitoring activities according to the requirements of own role
		1.2	Make arrangements for internal monitoring activities to assure quality
2	Be able to internally evaluate the quality of assessment	2.1	Carry out internal monitoring activities to quality requirements
		2.2	Evaluate assessor expertise and competence in relation to the requirements of their role
		2.3	Evaluate the planning and preparation of assessment processes
		2.4	Determine whether assessment methods are safe, fair, valid and reliable
		2.5	Determine whether assessment decisions are made using the specified criteria
		2.6	Compare assessor decisions to ensure they are consistent
3	Be able to internally maintain and improve the quality of assessment	3.1	Provide assessors with feedback, advice and support, including professional development opportunities, which help them to maintain and improve the quality of assessment
		3.2	Apply procedures to standardise assessment practices and outcomes
4	Be able to manage information relevant to the internal quality assurance of assessment	4.1	Apply procedures for recording, storing and reporting information relating to internal quality assurance
		4.2	Follow procedures to maintain confidentiality of internal quality assurance information
5	Be able to maintain legal and good practice requirements when internally monitoring and maintaining the quality of assessment	5.1	Apply relevant policies, procedures and legislation in relation to internal quality assurance, including those for health, safety and welfare

		5.2	Apply requirements for equality and diversity and, where appropriate, bilingualism, in relation to internal quality assurance
		5.3	Critically reflect on own practice in internally assuring the quality of assessment
		5.4	Maintain the currency of own expertise and competence in internally assuring the quality of assessment

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 Internal Quality Assurance of Assessment Processes and Practice and the Leading the Internal 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.