



Level 4

# Internal Quality Assurance



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# Qualification Specification

## Introduction

This qualification specification is designed to outline all you need to know to offer this qualification at your centre. If you have any further questions, please contact your account manager.

## Qualification regulation and support

The Highfield Level 4 Internal Quality Assurance qualifications have been developed and are awarded by Highfield Qualifications and sit on the Regulated Qualifications Framework (RQF). The RQF is a qualification framework regulated by Ofqual and CCEA Regulation. The qualification is also regulated by Qualifications Wales.

### Highfield Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice (RQF)

**QAN:** 600/3970/X

**Learning Aim Reference:** 6003970X

**Credit Value:** 6

**Guided learning hours (GLH):** 45

**Total qualification time (TQT):** 60

**Assessment Method:** Portfolio of evidence

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.

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

**QAN:** 600/3971/1

**Learning Aim Reference:** 60039711

**Credit Value:** 12

**Guided learning hours (GLH):** 90

**Total qualification time (TQT):** 120

**Assessment Method:** Portfolio of evidence

This qualification is intended for those who maintain and improve the quality of assessment from within an organisation or assessment centre. The objective of the qualification is to support a role in the workplace.

### Highfield Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (RQF)

**QAN:** 600/3969/3

**Learning Aim Reference:** 60039693

**Credit Value:** 17

**Guided learning hours (GLH):** 115

**Total qualification time (TQT):** 170

**Assessment Method:** Portfolio of evidence

This qualification is intended for those who lead a team of internal quality assurance staff. The objective of the qualification is to support a role in the workplace.

# Structure

## Entry Requirements

In order to complete this qualification, learners are required to:

- Be a minimum of 19 years of age

It is recommended that learners hold one of the following qualifications prior to enrolling:

- Level 3 Award in Assessing Competence in the Work Environment
- 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

## Guidance on Delivery

The course will be delivered over 5 weeks, 2-hour live webinar each week, with dedicated learning & skills coach.

## Progression Opportunities

On successful completion of this qualification, learners may wish to continue their development by undertaking one of the following qualifications:

- Highfield Level 4 Award In Understanding the External Quality Assurance of Assessment Processes and Practice (RQF)

## Assessment

These qualifications are assessed by a portfolio of evidence, which will cover all assessment criteria contained within the units stipulated in the rules of combination for each qualification. These portfolios must be internally assessed and quality assured by the Centre.

Highfield has worked with subject matter experts to provide supporting assessment paperwork for Centres to use. If you wish to use alternative paperwork, you may do so but please ensure that this allows the learner to meet all of the assessment criteria appropriately and that evidence is referenced clearly.



# Appendix 1: Qualification structure

## Highfield Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice (RQF)

Learners are required to successfully complete one mandatory unit totalling 6 credits:

<i>Unit Reference</i>	<i>Unit Title</i>	<i>Level</i>	<i>GLH</i>	<i>Credit</i>
T/601/5320	Understanding the principles and practices of internally assuring the quality of assessment	4	45	6

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

Learners are required to successfully complete two mandatory units totaling 12 credits:

<i>Unit Reference</i>	<i>Unit Title</i>	<i>Level</i>	<i>GLH</i>	<i>Credit</i>
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

# Appendix 1: Qualification structure

## Highfield Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (RQF)

Learners are required to successfully complete three mandatory units totaling 17 credits:

<i>Unit Reference</i>	<i>Unit Title</i>	<i>Level</i>	<i>GLH</i>	<i>Credit</i>
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
H/600/9674	Plan, allocate and monitor work in own area of responsibility	4	25	5

# Appendix 2: Qualification content

## 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.

Learning Outcomes	Assessment Criteria
<i>The Learner Will:</i>	<i>The Learner Can:</i>
<b>1. Understand the context and principles of internal quality assurance</b>	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
<b>2. Understand how to plan the internal quality assurance of assessment</b>	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"><li>• information collection</li><li>• communications</li><li>• administrative arrangements</li><li>• resources</li></ul>
<b>3. Understand techniques and criteria for monitoring the quality of assessment internally</b>	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

# Appendix 2: Qualification content

## Unit 1: Understanding the principles and practices of internally assuring the quality of assessment

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

### Additional unit guidance

All learning outcomes must be assessed using methods appropriate to the assessment of knowledge and understanding.

Highfield Level 4 Internal Quality Assurance qualifications 11 There must be valid, authentic and sufficient evidence for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

# Appendix 2: Qualification content

## 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.

Learning Outcomes	Assessment Criteria
<i>The Learner Will:</i>	<i>The Learner Can:</i>
<b>1. Be able to plan the internal quality assurance of assessment</b>	1.1 Plan monitoring activities according to the requirements of own role 1.2 Make arrangements for internal monitoring activities to assure quality
<b>2. Be able to internally evaluate the quality of assessment</b>	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
<b>3. Be able to internally maintain and improve the quality of assessment</b>	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
<b>4. Be able to manage information relevant to the internal quality assurance of assessment</b>	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



# Appendix 2: Qualification content

## Unit 2: Internally assure the quality of assessment

Learning Outcomes	Assessment Criteria
<i>The Learner Will:</i>	<i>The Learner Can:</i>
<b>5. Be able to maintain legal and good practice requirements when internally monitoring and maintaining the quality of assessment</b>	<p>5.1 Apply relevant policies, procedures and legislation in relation to internal quality assurance, including those for health, safety and welfare</p> <p>5.2 Apply requirements for equality and diversity and, where appropriate, bilingualism, in relation to internal quality assurance</p> <p>5.3 Critically reflect on own practice in internally assuring the quality of assessment</p> <p>5.4 Maintain the currency of own expertise and competence in internally assuring the quality of assessment</p>

### Additional unit guidance

All learning outcomes in this unit must be assessed using methods appropriate to the IQA trainee's performance. These must include:

- observation of performance;
- examining products of work; and
- questioning.

Direct evidence of this kind may be supplemented, where necessary, by professional discussion, reflective accounts or witness testimony.

Simulations are not allowed.

The trainee IQA's performance evidence must be assessed by live observation, examining products of work, questioning or professional discussions. There must be valid, authentic and sufficient evidence for all the assessment criteria. Holistic assessment is encouraged and one piece of evidence may be used to meet the requirements of more than one assessment criterion.

Evidence must come from the trainee IQA's performance in the work environment.

There must be evidence of the trainee IQA monitoring a minimum of two assessors, each with a minimum of two learners of their own, through components of a qualification.

# Appendix 2: Qualification content

## Unit 3: Plan, allocate and monitor work in own area of responsibility

The aim of this unit is to assess performance when leading the work of a team of IQA staff who are responsible for the internal quality assurance within an organisation or assessment centre.

Learning Outcomes	Assessment Criteria
<i>The Learner Will:</i>	<i>The Learner Can:</i>
<b>1. Be able to produce a work plan for own area of responsibility</b>	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
<b>2. Be able to allocate and agree responsibilities with team members</b>	2.1 Identify team members' responsibilities for identified work activities 2.2 Agree responsibilities of SMART (Specific, Measureable, Achievable, Realistic and Time-bound) objectives with team members
<b>3. Be able to monitor the progress and quality of work in own area of responsibility and provide feedback</b>	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
<b>4. Be able to review and amend plans of work for own area of responsibility and communicate changes</b>	4.1 Review and amend work plan where changes are needed 4.2 Communicate changes to team members

# Appendix 2: Qualification content

## Unit 2: Internally assure the quality of assessment

### Additional unit guidance

All learning outcomes in this unit must be assessed using methods appropriate to the trainee IQA's performance. These must include:

- observation of performance;
- examining products of work; and
- questioning.

Direct evidence of this kind may be supplemented, where necessary, by professional discussion, reflective accounts or witness testimony.

The trainee IQA's performance evidence must be assessed by live observation, examining the products of work, questioning or professional discussions. There must be valid, authentic and sufficient evidence for all the assessment criteria. Holistic assessment is encouraged and one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Evidence must come from performance in the work environment.