



Level 4

# Leading 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 External 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 External Quality Assurance of Assessment Processes and Practice (RQF)

**QAN:** 600/3968/1

**Learning Aim Reference:** 60039681

**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 external 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 External Quality Assurance of Assessment Processes and Practice (RQF)

**QAN:** 600/3967/X

**Learning Aim Reference:** 6003967X

**Credit Value:** 12

**Guided learning hours (GLH):** 75

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

**Assessment Method:** Portfolio of evidence

This qualification is intended for those who maintain the quality of assessment from outside an organisation or assessment centre, on the behalf of an awarding organisation. The objective of the qualification is to support a role in the workplace.

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

**QAN:** 600/3966/8

**Learning Aim Reference:** 60039668

**Credit Value:** 17

**Guided learning hours (GLH):** 100

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

**Assessment Method:** Portfolio of evidence

This qualification is intended for those who lead a team of people responsible for assuring the quality of assessment from outside an organisation or assessment centre, on the behalf of an awarding organisation. 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

Learners must hold one of the following qualifications prior to enrolling:

- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
- Level 4 Award in Conducting Internal Quality Assurance of the Assessment Process V1
- Internally Verify the Assessment Process D34

## 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 further qualifications within learning and development.

## 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 External Quality Assurance of Assessment Processes and Practice (RQF)

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

<i>Unit Reference</i>	<i>Unit Title</i>	<i>Level</i>	<i>GLH</i>	<i>Credit</i>
F/601/5322	Understanding the principles and practices of externally assuring the quality of assessment	4	45	6

## Highfield Level 4 Award in the External 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>
F/601/5322	Understanding the principles and practices of externally assuring the quality of assessment	4	45	6
J/601/5323	Externally assure the quality of assessment	4	30	6



# Appendix 1: Qualification structure

## Highfield Level 4 Certificate in Leading the External 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>
F/601/5322	Understanding the principles and practices of externally assuring the quality of assessment	4	45	6
J/601/5323	Externally assure the quality of assessment	4	30	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 externally assuring the quality of assessment

The aim of this unit is to assess knowledge and understanding of the principles and practices that underpin the external 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 external quality assurance</b>	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
<b>2. Understand how to plan the external quality assurance of assessment</b>	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"><li>• information collection</li><li>• communications</li><li>• administrative arrangements</li><li>• resources</li></ul> 2.4 Explain how to adapt external monitoring and evaluation approaches to meet customer need without compromising quality standards

# 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>
<b>3. Understand how to externally evaluate the quality of assessment and internal quality assurance</b>	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
<b>4. Understand how to externally maintain and improve the quality of assessment</b>	4.1 Critically compare the types of feedback, support and advice that internal assignment 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
<b>5 Understand how to manage information relevant to external quality assurance</b>	5.1 Evaluate the requirements for information management, data protection and confidentiality in relation to external quality assurance

# 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>
<b>6. Understand the legal and good practice requirements relating to external quality assurance</b>	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

### Additional unit guidance

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

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: Externally assure the quality of assessment

The aim of this unit is to assess performance in assuring the quality of assessment from outside an organisation or assessment centre, usually on behalf of an awarding organisation.

Learning Outcomes	Assessment Criteria
<i>The Learner Will:</i>	<i>The Learner Can:</i>
<b>1. Be able to plan the external quality assurance of assessment</b>	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
<b>2. Be able to externally evaluate internal quality assurance and assessment</b>	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
<b>3. Be able to maintain and improve internal quality assurance processes</b>	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



# Appendix 2: Qualification content

## Unit 2: Externally assure the quality of assessment

Learning Outcomes	Assessment Criteria
<i>The Learner Will:</i>	<i>The Learner Can:</i>
<p><b>4. Be able to manage information relevant to the external quality assurance of assessment</b></p>	<p>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</p>
<p><b>5. Be able to maintain legal and good practice requirements when externally monitoring and maintaining the quality of assessment</b></p>	<p>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</p>

### Additional unit guidance

All learning outcomes in this unit must be assessed using methods appropriate to the EQA 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. To generate evidence, trainees must be carrying out external quality assurance of organisations or assessment centres. The trainee EQA'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 learning outcome or assessment criterion.

Evidence must come from performance in the work environment. There must be evidence of carrying out at least two external centre visits, including the preparation for, and actions after, the visit itself.



# 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 in leading the work of a team responsible for the external quality assurance of assessment centres.

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 and SMART (Specific, Measurable, 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</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: Externally assure the quality of assessment

### Additional unit guidance

All learning outcomes in this unit must be assessed using methods appropriate to the EQA 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.

The trainee EQA'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 performance in the work environment.