

Qualification Specification

Internal Quality Assurance of Assessment Processes and Practice



This qualification is regulated by Ofqual (England), Qualifications Wales (QW) and CCEA (Northern Ireland)

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

Qualification Number: 600/7070/1

Credit Value: 12 Credits

Unit Structure

This qualification consists of 2 mandatory units

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

Guided Learning Hours: 90 Hours

Total Qualification Time: 120 Hours

Introduction:

An internal quality assurer is responsible for maintaining the quality of assessment from within a training organisation or centre. The role could involve observing training and assessing practice and giving constructive feedback, meticulous record keeping, providing support, training and standardisation for tutors and assessors, liaising with external quality assurers to ensure that a consistent standard is maintained and that assessment is conducted in line with Awarding Organisation requirements.

Qualification Objective:

This qualification is for those who maintain and improve the quality of assessment from within an organisation or assessment centre.

Target Learners

This qualification is intended for learners who are currently undertaking a quality assurance role within their organisation or who have access to assessors to quality assure, in order to meet the requirements of the internally assure the quality of assessment unit.

Progression

Learners who successfully complete this unit may wish to develop their skills in leading a team of quality assurers through completing the level 4 certificate in leading the internal quality assurance of assessment process and practice. Or alternatively may wish to move on to an external quality assurance role on behalf of an awarding organisation.

Industry Standards

This qualification is underpinned by the learning and development National Occupational Standard 11, internally monitor and maintain the quality of assessment.

Entry Requirements

Pre-requisites:

- Be 19 years of age or older
 - Have a good understanding of information and communications technologies (ICT)
 - Have the ability to read and communicate clearly and accurately in written and spoken standard English
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Any Other Requirements

The trainee IQA must have access to a minimum of two assessors, each with two learners to carry out the internally assure the quality of assessment unit. Simulation is not permitted.

Grading Format

Pass / Fail

Assessment Methods

The understanding the principles and practices of internally assuring the quality of assessment unit is assessed by completion of the relevant written assignments. Internally assure the quality of assessment unit is assessed through the observation of practice and work products from the monitoring of a minimum of two assessors each with a minimum of two learners.

Unit Specification

Unit Title	Understanding the principles and practices of internally assuring the quality of assessment
Unit Aim	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
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 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 activities, including: <ul style="list-style-type: none"> • Information collection • Communications • Administrative arrangements; and • 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.

Unit Specification

Unit Title	Internally assure the quality of assessment
Unit Aim	The aim of this unit is to assess the performance of a learning and development practitioner with responsibility for the internal quality assurance of assessment. Practitioner means anyone with a learning and development responsibility as part of their role.
Learning Outcomes	Assessment Criteria
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