



Level 4

Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice

Award in Internal Quality Assurance of Assessment Processes and Practice

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

Ofqual Accreditation Number:

Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice	501/1732/4
Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice	501/1734/8
Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice	501/1733/6

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ASCENTIS' MISSION STATEMENT

'Building Partnerships to Advance and Accredit Lifelong Learning for All.'

About Ascentis

Ascentis was originally established in 1975 as OCNW, a co-operative scheme between Universities and Colleges of Further Education. Ascentis was the first 'Open College' in the UK and served the needs of its members for over 34 years. Throughout this period, OCNW grew yet maintained its independence in order that it could continue to respond to the requirements of its customers and provide a consistently high standard of service to all centres across the country and in recent years to its increasing cohorts of overseas learners.

In 2009 OCNW became Ascentis - a company limited by guarantee and a registered educational charity.

Ascentis is distinctive and unusual in that it is both:

- a **National Awarding Body (NAB)** approved by the office of Qualifications and Examinations Regulation (Ofqual)

and

- an **Access Validating Agency (AVA)** for 'Access to HE Programmes' licensed by the Quality Assurance Agency for Higher Education (QAA).

Ascentis is therefore able to offer a comprehensive ladder of opportunities to centres and their students, including Foundation Learning, vocational programmes and progressing to QAA recognised Access to HE qualifications. The flexible and adult-friendly ethos of Ascentis has resulted in centres throughout the UK choosing to run its qualifications.

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**Company limited by guarantee. Registered in England and Wales No. 6799564
Registered Charity No. 1129180**

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Internal Quality Assurance Qualifications

Introduction

These qualifications are all at level 4 and are appropriate for staff who are working in or about to begin their career in Internal Quality Assurance. A candidate can choose a qualification from the suite that is most appropriate to their current or intended job role. This suite of qualifications includes a unit that covers all the essential knowledge and understanding that quality assurance staff need, plus one or more units that describe competent practice. We believe this approach offers more flexibility and a greater potential to meet the needs of aspirant quality assurance staff.

The qualifications will give people who carry out a quality assurance role the opportunity to develop and improve their practice as well as the opportunity of achieving a professional qualification. There may be a requirement for quality assurance staff to hold a particular qualification, although the actual requirements will vary within a sector. Reference should be made to the particular assessment requirements from the sector in which the quality assurance staff are working. These will be detailed within the relevant qualification specifications, or through referring to the sector skill council.

These awards and certificates have been developed for both those who work in accredited and non-accredited learning as well as those who work in the workplace. There is also a qualification for those staff who lead a team of quality assurance staff.

Ascentis also offers the suite of qualifications for those interested in Assessing, detailed within the qualification specification available on the Ascentis website.

These qualifications are on the QCF and replace the previous qualifications:
V1 Conduct internal quality assurance of the assessment process, or
D34 Internally verify the assessment process

Aims

The aims of this suite of qualifications are to enable candidates to:

- Develop an understanding of the principles and practices of internal quality assurance
- Assess the candidate's performance in assuring the quality of assessment from within an organisation or assessment centre.
- Assess performance in leading the work of a team responsible for quality assurance within an organisation or assessment centre.
- Award the candidate a professional qualification for the knowledge, understanding and skills developed.

Target Group

- Appropriate for 19+ age group
- The qualifications are appropriate for those working or intending to work as internal quality assurance staff within an FE centre, Adult and Community Learning centre, a Learning Provider and directly within the workplace.

Rationale for the Rules of Combination

Rules of Combination

Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice				
				Credit value:6
Title	Level	Credit Value	GLH	QCF Unit ref
Group 1 – Mandatory Unit				
Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	4	6	45	T/601/5320

Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice				
				Credit value:12
Title	Level	Credit Value	GLH	QCF Unit ref
Group 1 – Mandatory Unit				
Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	4	6	45	T/601/5320
Internally Assure the Quality of Assessment	4	6	45	A/601/5321

Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice				
				Credit value:17
Title	Level	Credit Value	GLH	QCF Unit ref
Group 1 – Mandatory Unit				
Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	4	6	45	T/601/5320
Internally Assure the Quality of Assessment	4	6	45	A/601/5321
Plan, Allocate and Monitor Work in Own Area of Responsibility	4	5	25	H/600/9674
Credit Accumulation				
Within these qualifications there are opportunities for credit accumulation and credit transfer. Credit accumulation of any unit within these qualifications can be accepted within the lifetime of the qualification.				
Exemptions:				
Candidates, who have achieved the A1/D32 or D33 Assessment qualification or the V1/D34 Internal Quality Assurance qualification, may use their achievement to contribute towards these awards and certificate. Please contact the Ascentis office to discuss further.				
Credits from Equivalent Units:				
Please contact the Ascentis office to discuss opportunities for accepting credit from equivalent units.				

Recommended Prior Knowledge, Attainment and/or Experience

No particular qualifications, knowledge, understanding or skills are required other than candidates being able to cope with the demands of the course. Candidates taking the competence units need to have access to a minimum of two assessors' in order to carry out assessments of a learners knowledge, understanding, skills and or competence.

Age Range of Qualification

Appropriate for the 19+ learners as learners have to be in employment

Opportunities for Progression

Candidates may progress to other qualifications within this suite of Quality Assurance qualifications.

A further choice could include qualifications for teaching within the Lifelong Learning Sector. Ascentis offers the full suite of these qualifications. These are detailed within the qualification specifications available on the Ascentis website.

This Qualification Could Also Lead to Employment as a:

- Verifier
- Further Education Lecturer
- Higher Education Lecturer
- Learning Mentor
- NVQ/SVQ Assessor
- Training Instructor
- Training Manager

Mapping/Relationship to National Occupational Standards Learning and Development

LLUK: Learning and Development NOS Standard 9: Assess learner achievement
Mapping is shown in more detail in Appendix 3

Spiritual, Moral, Ethical, Social, Legislative, Economic and Cultural Issues.

This qualification offers opportunities for learners to develop an understanding of a number of these issues. Specific opportunities relevant to this qualification are given in the Appendix.

Sustainable Development and Environmental Issues, Health and Safety considerations and European Developments consistent with international agreements

This qualification offers opportunities for learners to develop an understanding of a number of these issues and considerations. Specific opportunities relevant to this qualification are given in the Appendix.

Centre Recognition

This qualification can only be offered by centres recognised by Ascentis and approved to run this qualification. Details of the centre recognition and qualification approval process are available from the Ascentis office (tel. 01524 845046) or from the website at www.ascentis.co.uk.

Qualification Approval

If your centre is already a recognised centre, you will need to complete and submit a qualification approval form to deliver this qualification. Details of the qualification approval process are available from the Ascentis office (tel. 01524 845046) or from the website at www.ascentis.co.uk.

Registration

All learners must normally be registered within seven weeks of commencement of a course via Rhombus (the Ascentis learner registration portal), contact the Accreditation Unit, accreditation@ascentis.co.uk for the 'Rhombus Step by Step Guide.

Status in England, Wales and Northern Ireland

This qualification is available in England, Wales and Northern Ireland. It is only offered in English. If a centre based overseas (including Scotland) would like to offer this qualification, they should make an enquiry to Ascentis.

Reasonable Adjustments and Special Considerations

In the development of this qualification Ascentis has made every attempt to ensure that there are no unnecessary barriers to achievement, For candidates with particular requirements reasonable adjustments may be made in order that candidates can have fair assessment and demonstrate attainment. There are also arrangements for special consideration for any candidate suffering illness, injury or indisposition. Full details of the reasonable adjustments and special considerations are available from the documents and policies area of the Ascentis website www.ascentis.co.uk or through contacting the Ascentis office.

Enquiries and Appeals Procedure

Ascentis has an appeals procedure in accordance with the statutory regulation of external qualifications (QCF, 2008). Full details of this procedure, including how to make an application, are available from the password protected area of the Ascentis website www.ascentis.co.uk or through contacting the Ascentis office.

Assessment and Moderation Arrangements

Assessment

To achieve any of the qualifications within this suite evidence of achievement of all the assessment criteria across all the mandatory units must be demonstrated. These are assessed by building up a portfolio of evidence. Ascentis has put together a structured method of building the portfolio called the Personal Practice File (2PF).

All units are internally assessed, internally moderated by the centre and then externally moderated by Ascentis.

On completion of the candidate's evidence for either the individual units or the award or certificate, the assessor is required to complete the Summary Record of Achievement for each candidate. The Summary Record of Achievement asks assessors and the external moderator to confirm that the rules of combination have been followed for the qualification being claimed.

Centres are required to retain all evidence from all candidates for external moderation and for 4 weeks afterwards should any appeal be made.

Candidates taking the competence units need to monitor a minimum of two assessors, each with a minimum of two candidates of their own.

Internal Assessment

The portfolio of evidence is marked within the centre by an assessor/tutor who may or may not be the tutor delivering the course. Assessor/tutors marking the assessment tasks should consider whether all the assessment criteria have been met to an appropriate standard. 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 criteria.

The assessor/tutor must be confident that the work is the candidate's own work. For example, this can be ensured by completion of at least part of an assessment task within a supervised classroom environment. The summary sheet which includes a statement on authentication should be signed by both the candidate and assessor. The summary sheet can be found in Appendix 1.

Ascentis has put together a structured method of building the portfolio called The Personal Practice File (2PF) further details of this are below. The 2PF is a dynamic document that encourages a holistic approach and develops incrementally as the candidate progresses through the award/certificate programme. The 2PF is an optional method of assessment.

If the candidate fails to meet the assessment criteria on the first attempt at an activity they may redraft the work following feedback given by the assessor/tutor. However assessor/tutors must not correct the work of the candidate, and all feedback given by the assessor/tutor must be included within the candidate's evidence.

Candidates' portfolio work should include a tracking sheet to show where the evidence for each assessment criteria is to be found. Some activities could produce evidence for more than one unit, which is acceptable as long as there is clear reference to this on the tracking sheet. Examples of tracking sheets are found in Appendix 2

Performance Evidence for the Assessment Methods

Unit – Internally Assure the Quality of Assessment

All learning outcomes in this unit must be assessed using methods appropriate to the Candidate (Internal Quality Assessor) IQA's performance. These must include:

- Observation of performance
- Examining products of work
- Questioning

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

Evidence must come from the Internal Quality Assurance (IQA) candidate's performance in the work environment. There must be evidence of the IQA candidate monitoring a minimum of two assessors, each with a minimum of two candidates of their own, through relevant learning outcomes of the particular unit.

Unit – Plan, Allocate and Monitor the Quality of Work in Own Area of Responsibility

All learning outcomes in this unit must be assessed using methods appropriate to the Candidate (Internal Quality Assessor) IQA's performance. These must include:

- Observation of performance
- Examining products of work
- Questioning

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

Evidence must come from performance in the work environment.

Personal Practice File (2PF)

The 2PF is part of the assessment strategy for the first two units within this suite of qualifications, the Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice, and the Award in Internal Quality Assurance of Assessment Processes and Practice. Satisfactory completion of the 2PF will provide evidence that the candidate has achieved the learning outcomes and assessment criteria in the units of assessment. (Mapping has been completed against the units of assessment)

It is the responsibility of the candidate to maintain the 2PF, which must be available to tutors, internal moderators and external moderators where necessary.

The 2PF is intended to be a dynamic document that develops incrementally throughout the programme of study, demonstrating the development of knowledge, understanding and skills in internal quality assurance.

All Personal Practice File documentation must be completed. It is recommended that the 2PF is completed and updated as an electronic document; however, hard copies may be required for assessment, internal and external moderation.

The 2PF Contains the Following Elements:

- Internal Quality Assurance Role and Log (IQARL)
- Planning, Support and Evaluation (PSE)
- Quality Assurance Records (QAR)

Examples of the above can be found in the Appendix 5

Evidence for the 2PF

It is envisaged that the evidence for the 2PF will be gathered in a variety of ways, of which the following are examples:

- The planning of internal quality assurance with individual assessors/groups of assessors;
- Carrying out quality assurance of individual assessors;
- Feedback to individual assessors **or** groups of assessors and internal quality assurance personnel after quality assurance activity has taken place.

Candidate must always be aware that it is the quality of the work they produce, and not the quantity that determines the level of achievement.

If using the 2PF approach and candidates are taking the Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice. An additional portfolio of evidence must be put together for the unit, Plan, Allocate and Monitor Work in Own Area of Responsibility.

Moderation

Internal Moderation

Internal moderation is the process of ensuring that everyone who assesses a particular unit in a centre is assessing to the same standards. Internal moderation of this programme will be co-ordinated by a named Co-ordinator at each centre, who will liaise with Ascentis. The Co-ordinator may also act as the Internal Moderator. Internal moderation will be carried out through standardisation activities including the internal moderation of portfolios evidence across all the groups of students, to include all the assessors and the full range of units. It is the responsibility of Internal Moderators to ensure that assessors' decisions are sampled and monitored throughout the qualification to ensure consistency and fairness. Internal Moderators are also responsible for supporting assessors by offering advice and guidance. Further guidance is available in the password protected area of the Ascentis website or through contacting the Ascentis office.

Ascentis External Moderators will confirm the Internal Moderation activities at their visit.

External Moderation

Accredited centres will normally be visited twice a year for external moderation although more frequent moderations can be requested from Ascentis, for which there is usually an additional charge. The focus of the external moderation visits will include:

- Moderation of a sample of the learners' evidence to ensure that internal assessment decisions are valid, reliable, fair and consistent with standards across other centres
- Confirmation of coverage of all the assessment criteria required for each unit and the rules of combination required for the full award/certificate/diploma.
- Staff development, including guidance and support for all assessors and internal moderators

All those who assess these qualifications must:

- Already hold the qualification they are assessing (or previous equivalent qualification) and have successfully assessed other qualifications;
- Have up to date working knowledge and experience of best practice in assessment and quality assurance.
- If assessing quality assurance roles, they must have experience as a qualified quality assurance practitioner of carrying out internal quality assurance of qualifications for a minimum of two assessors.

Hold one of the following qualifications or their recognised equivalent:

- Level 3 award in assessing competence in the work environment, or
- Level 3 certificate in assessing vocational achievement, or
- A1 assess candidate performance using a range of methods, or
- D32 assess candidate performance and D33 assess candidate using differing sources of evidence
- V1 Conduct internal quality assurance of the assessment process, or
- D34 Internally verify the assessment process
- Show current evidence of continuing professional development in assessment and quality assurance.

Requirements for Internal Moderators

All Those Who Quality Assure These Qualifications Internally Must:

- Have up to date knowledge and experience of best practice in assessment and quality assurance
- Hold one of the following assessor qualifications or their recognised equivalent:
 - Level 3 award in assessing competence in the work environment, or
 - Level 3 certificate in assessing vocational achievement, or
 - A1 assess candidate performance using a range of methods, or
 - D32 assess candidate performance and D33 assess candidate using differing sources of evidence

Hold one of the following internal quality assurance qualifications or their recognised equivalent:

- The level 4 award in the Internal Quality assurance of Assessment Processes and Practice, or
 - The level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice, or
 - V1 Conduct internal quality assurance of the assessment process, or
 - D34 Internally verify the assessment process
 - Show current evidence of continuing professional development in assessment and quality assurance
-

Units Specifications

Unit 1

Understanding the Principles and Practices of Internally Assuring the Quality of Assessment

Credit Value of Unit: 6

GLH of Unit: 45

Level of Unit: 4

Introduction

This unit is intended for those who wish to gain an understanding of the principles and practices of internal quality assurance without any requirement to practice, from within an organisation or assessment centre.

Learning Outcomes	Assessment Criteria	Assessment
The learner will be able to	The learner can	2 PF
1. Understand the context and principles of internal quality assurance.	1.1 Explain the functions of internal quality assurance in learning and development	PSE
	1.2 Explain the key concepts and principles of the internal quality assurance of assessment	PSE
	1.3 Explain the roles of practitioners involved in the internal and external quality assurance process	IQARL
	1.4 Explain the regulations and requirements for internal quality assurance in own area of practice	IQARL
2. Understand how to plan the internal quality assurance of assessment	2.1 Evaluate the importance of planning and preparing internal quality assurance activities	PSE
	2.2 Explain what an internal quality assurance plan should contain	PSE
	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 	PSE
3. Understand the techniques and criteria for monitoring the quality of assessment internally	3.1 Evaluate different techniques for sampling evidence of assessment, including use of technology	PSE
	3.2 Explain the appropriate criteria to use for judging the quality of the assessment process	PSE
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	PSE
	4.2 Explain the standardisation requirements in relation to assessment	PSE
	4.3 Explain relevant procedures regarding disputes about the quality of assessment	PSE

Learning Outcomes	Assessment Criteria	Assessment
The learner will be able to	The learner can	2 PF
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	IQARL
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.	IQARL
	6.2 Evaluate different ways in which technology can contribute to the internal quality assurance of assessment	IQARL
	6.3 Explain the value of reflective practice and continuing professional development in relation to internal quality assurance	QAR
	6.4 Evaluate requirements for equality and diversity and where, appropriate, bilingualism, in relation to the internal quality assurance of assessment	PSE

Indicative Content
<p>Personnel Involved e.g. <i>Internal moderation/verifier, external moderation/verifier</i></p> <p>Processes Involved e.g. <i>checking assignment briefs, checking assessment methods, feedback to assessors</i></p> <p>Reasons for Internal Quality Assurance</p> <p>Planning for Internal Quality Assurance e.g. <i>timing of sampling</i></p> <p>Sampling Techniques</p> <p>Feedback to Assessors e.g. <i>verbal: written</i></p> <p>Dispute Procedures</p> <p>Legal Requirements e.g. <i>health and safety, equality and diversity</i></p> <p>Continuing Professional Development</p>

Internally Assure the Quality of Assessment

Credit Value of Unit: 6

GLH of Unit: 45

Level of Unit: 4

Introduction

This unit is to assess the IQA candidate's performance in assuring the quality of assessment from within an organisation or assessment centre.

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

- Observation of Performance
- Examining Products of Work
- Questioning

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

Simulations are not allowed

Evidence must come from the IQA candidate's performance in the work environment. There must be evidence of the IQA candidate monitoring a minimum of two assessors, each with a minimum of two candidates of their own, through components of a qualification.

Learning Outcomes	Assessment Criteria	Assessment
The learner will be able to	The learner can	2PF
1. Be able to plan the internal quality assurance of assessment	1.1 Plan monitoring activities according to the requirements of own role	PSE
	1.2 Make arrangements for internal monitoring activities to assure quality	PSE
2. Be able to internally evaluate the quality of assessment	2.1 Carry out internal monitoring activities to quality requirements	PSE
	2.2 Evaluate assessor expertise and competence	PSE
	2.3 Evaluate the planning and preparation of assessment processes	PSE
	2.4 Determine whether assessment methods are safe, fair, valid and reliable	QAR;PSE
	2.5 Determine whether assessment decisions are made using the specified criteria	QAR;PSE
3. Be able to internally maintain and improve the quality of assessment	2.6 Compare assessor decisions to ensure they are consistent	QAR;PSE
	3.1 Provide assessors with feedback, advice and support, including professional development opportunities, which help them to maintain and improve the quality of assessment.	QAR
	3.2 Apply procedures to standardise assessment practices and outcomes	QAR

Learning Outcomes	Assessment Criteria	Assessment
The learner will be able to	The learner can	2PF
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.	IQARL
	4.2 Follow procedures to maintain confidentiality of internal quality assurance information	IQARL;PSE
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.	IQARL
	5.2 Apply requirements for equality and diversity and, where appropriate, bilingualism, in relation to internal quality assurance.	IQARL
	5.3 Critically reflect on own practice in internally assuring the quality of assessment	PSE
	5.4 Maintain the currency of own expertise and competence in internally assuring the quality of assessment.	IQARL

Indicative Content
<p>Planning and Timing of Internal Quality Assurance Activities</p> <p>Safety and Suitability of Assessment Methods Used</p> <p>Feedback to Assessors</p> <p>Standardisation Activities</p> <p>Recording Information re internal quality assurance</p> <p>Legal Requirements: <i>e.g. health and safety, equality and diversity etc.</i></p> <p>Critical Analysis of Own Performance</p> <p>Continuing Professional Development Opportunities <i>e.g. course to attend, research, professional discussions etc.</i></p>

Plan, Allocate and Monitor Work in Own Area of Responsibility

Credit Value of Unit: 5

GLH of Unit: 25

Level of Unit: 4

Introduction

This unit is to assess performance in leading the work of a team responsible for the internal quality assurance within an organisation or assessment centre.

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

- Observation of Performance
- Examining Products of Work
- Questioning

Direct evidence of this kind may be supplemented, where necessary, by discussion, reflective accounts or witness testimony. Evidence must come from performance in the work environment.

Learning Outcomes	Assessment Criteria	Assessment
The learner will be able to	The learner can	2PF *
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	IQARL
	1.2 Identify the skills base and the resources available.	IQARL
	1.3 Examine priorities and success criteria needed for the team	PSE
	1.4 Produce a work plan for own area of responsibility	PSE
2. Be able to allocate and agree responsibilities with team members	2.1 Identify team members' responsibilities for identified work activities	IQARL
	2.2 Agree responsibilities and SMART (Specific, measurable, Achievable, realistic and Time-bound) objectives with team members.	IQARL
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	IQARL
	3.2 Monitor and evaluate progress against agreed standards and provide feedback to team members	IQARL;PSE
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	PSE
	4.2 Communicate changes to team members	IQARL;PSE

***Opportunities for evidencing these learning outcomes MAY arise in the above sections of the 2PF. However, this will need to be completed by an additional portfolio to show full cover of all learning outcomes.**

Indicative Content

Personnel Involved in Your Team *e.g. assessors, mentors, internal moderators/verifiers etc.*

Responsibilities of Individual Team Members *e.g. planning of assessment; timing of assessment; assessment methods used; timing of assessment and internal moderation/verification etc.*

Monitoring Progress *e.g. progress of assessment and internal moderation/verification; quality of work produced; standardisation; feedback to team members*

Review and Amend *e.g. review assessment and internal moderation/verification processes, add changes to work plans as appropriate, discuss changes with team members*

Unit Title	Level	Credit Value	Date completed	Assessor Signature	Internal Moderator Signature (if sampled)
Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	4	6			

Learner Name _____

Minimum credit value of the qualification: **6**

I confirm that the minimum number of credits at the appropriate level have been achieved in order for a claim for certification to be made. I can confirm that the credit has been achieved from the correct combination of mandatory and optional units as specified within the Rules of Combination.

Assessor Signature _____

Internal Moderator Signature (if sampled) _____



Unit Title	Level	Credit Value	Date completed	Assessor Signature	Internal Moderator Signature (if sampled)
Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	4	6			
Internally Assure the Quality of Assessment	4	6			

Learner Name _____

Minimum credit value of the qualification: 12

I confirm that the minimum number of credits at the appropriate level have been achieved in order for a claim for certification to be made. I can confirm that the credit has been achieved from the correct combination of mandatory and optional units as specified within the Rules of Combination.

Assessor Signature _____

Internal Moderator Signature (if sampled) _____

Certificate in Leading the Internal Quality Assurance of Assessment Professes and Practice

Unit Title	Level	Credit Value	Date completed	Assessor Signature	Internal Moderator Signature (if sampled)
Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	4	6			
Internally Assure the Quality of Assessment	4	6			
Plan, Allocate and Monitor Work in Own Area of Responsibility	4	5			

Learner Name _____

Minimum Credit Value of Qualification: **17**

I confirm that the minimum number of credits at the appropriate level have been achieved in order for a claim for certification to be made. I can confirm that the credit has been achieved from the correct combination of mandatory and optional units as specified within the Rules of Combination.

Assessor Signature _____

Internal Moderator Signature (if sampled) _____

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
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				
2.1 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 				
3.1 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				

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
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 the standardisation requirements in relation to assessment				
4.3 Explain relevant procedures regarding disputes about the quality of assessment				
5.1 Evaluate requirements for information management, data protection and confidentiality in relation to 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.				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

Learner Signature _____ Date _____

Assessor Signature _____ Date _____

Internal Moderator (if sampled) Date _____

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Plan monitoring activities according to the requirements to the role				
1.2 Make arrangements for internal monitoring activities to assure quality				
2.1 Carry out internal monitoring activities to quality requirements				
2.2 Evaluate assessor expertise and competence				
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				
3.1 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				
4.1 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				
5.1 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.				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

Learner Signature _____ Date _____

Assessor Signature _____ Date _____

Internal Moderator (if sampled) Date _____

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
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				
2.1 Identify team members responsibilities for identified work activities				
2.2 Agree responsibilities and SMART (Specific, Measureable, Achievable, Realistic and Time-bound) objectives with team members.				
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.				
4.1 Review and amend work plan where changes are needed				
4.2 Communicate changes to team members				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

Learner Signature _____ Date _____

Assessor Signature _____ Date _____

Internal Moderator (if sampled) Date _____

Appendix 3

Mapping/relationship to National Standards

What are National Occupational Standards?

National Occupational Standards aim to provide a clear description of what you need to know and what you need to be able to do to perform a job successfully. They can help inform education, training, recruitment and staff performance monitoring.

National Occupational Standards are there to act as a guide to tutors enabling you to ensure your lessons are relevant and up to date with contemporary practice.

Learning and development NOS Standard 11: Internally monitor and maintain the quality of assessment

Visit: http://www.lluk.org/documents/NOS_learn_and_dev to find out more

Spiritual, Moral, Ethical, Social, Legislative, Economic and Cultural Issues

This qualification offers opportunities for learners to develop an understanding of spiritual, moral, ethical, social and cultural issues

Within the learning outcomes and assessment criteria there are embedded opportunities to develop and explore these issues. Specific examples include:

Legislative

Learners will examine relevant legal issues, policies and procedures relevant to assessment, including those for confidentiality, health safety and welfare.

Equality and Diversity

Learners will evaluate requirements for equality and diversity and where appropriate, bilingualism in relation to assessment.

Cultural

Learners will explore ways to promote inclusion within an assessment context.

Sustainable Development and Environmental Issues, Health and Safety considerations and European Developments consistent with international agreements

This qualification offers opportunities for learners to develop an understanding of sustainable development, environmental issues, health and safety and European developments consistent with international agreements.

Health and Safety

A centre must have completed a full risk assessment of all areas of activity and identified potential risks. Where a risk exists, all practicable actions must be taken to eliminate or reduce this risk so that it is as low as possible.

The **2PF** contains the following elements:

- Internal Quality Assurance Role and Log (IQARL)
- Planning, Support, Assessment and Evaluation (PSE)
- The Quality Assurance Record (QAR)

The Internal Quality Assurance Role and Log is required in full for all the units with this suite of qualifications.

The Planning, Support, and Evaluation part of the 2 PF is required for all of the units within the suite of qualifications, although the evidence required will vary dependent on the units being taken.

The Quality Assurance Record is **not** required for the Unit Plan, Allocate and Monitor Work in Own Area of Responsibility. It is required as evidence for all the other units, but the actual evidence required will vary dependent on the units being taken.

In addition there are evidence requirements that are not met through the above elements, therefore, separate tasks will need to be set in order to cover all the assessment criteria. If using the 2PF approach and candidates are taking the Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice. An additional portfolio of evidence must be put together for the unit, Plan, Allocate and Monitor Work in Own Area of Responsibility.

Appendix 5

The following pages provide detailed guidance on the use and completion of the 2PF

Internal Quality Assurance Role and Log (IQARL)

Candidate should provide some contact details and an overview of their role in Internal Quality Assurance. Any other relevant training should be noted.

The IQARL must also provide information on the different contexts in which the candidate carries out internal quality assurance, whether as a team leader or a member of a team.

It should include:

- Candidate contact details; Current C.V. (preferably in the European format)
- Evidence of the candidate's own initial assessment;
- An explanation of the context(s) in which the candidate carries out internal quality assurance; i.e. team leader or member of a team.
- Consider methods in which technology contribute to internal quality assurance of assessment.
- And explanation of the roles and responsibilities of an internal quality assurance individual **OR** an explanation of the roles of a leader of a group of IQA individuals;
- An outline of how the candidate liaises with others who may be involved in the assessment/ quality assurance process; including issues of confidentiality and information management
- An outline of specific current legislative requirements and codes of practice related to internal quality assurance.
- The IQARL must be updated whenever necessary to demonstrate currency of experience.

The IQARL will demonstrate:

- The nature and levels of internal quality assurance in which the candidate is engaged;
- The candidate's understanding of their role as an internal quality assurance individual;
- The way in which the candidate works with others involved in the assessment and internal quality assurance process;
- That internal quality assurance is carried out in an approved context;
- That the candidate can demonstrate knowledge of relevant legislation and codes of practice.

It is an Essential Document:

- To confirm the appropriateness of the qualification for the candidate;
- To confirm correct starting point for the candidate;
- For providing evidence that the candidate has achieved the learning outcomes and has met the assessment criteria for the units of assessment.

Planning, Support and Evaluation (PSE)

This section of the 2PF will provide evidence relating to the candidate's ability regarding knowledge and understanding of the internal quality assurance process and their ability to carry out quality assurance procedures either as an IQA candidate or leader of a group of IQA candidates. It must include:

A rationale for the Quality Assurance Programme including:

- An explanation of the principles, and practices and concepts of internal quality assurance and their importance
- Explanation of the contents of the IQA plan
- Include a summary of the preparations during the IQA process;
- A full description of the methods used for internal quality assurance of performance;
- A full description of the methods used to check internal quality assurance of knowledge and understanding of assessors.
- Team leaders of IQA members should explain the role of each individual within the team

Observation plans of at least two assessors observing two learners in the work environment **OR** a work plan produced for own area of responsibility as a leader of IQA candidates/individuals. Also include the benefits of a holistic approach and the risks involved and how you would minimise them. Including issues of equality and diversity.

Evaluation of the Internal Quality Assurance Process;

- A range of sampling techniques used including standardisation
- Criteria for judging the quality of the assessment process
- Procedures regarding assessment disputes
- A summary of feedback, support and advice given to assessors; including a completed feedback form

PSE will demonstrate:

- The candidate's knowledge and understanding of the principles of internal quality assurance;
- The candidate's ability to carry out internal quality assurance;
- Unit 8 (team leaders ability to plan, monitor and alter plans as required)

It is an Essential Document:

- For providing evidence of the candidate's knowledge and understanding of the principles and practices of internal quality assurance;
- To demonstrate candidate's ability to carry out internal quality assurance;
- To demonstrate candidate's ability to provide feedback to assessors and /or other internal quality assurance personnel;
- For proving that the candidate has achieved the learning outcomes of the assessment criteria in the units of assessment.

A summary of feedback, support and advice given to assessors; including a completed feedback form

Quality Assurance Records (QAR)

In this section candidates will include records of internal quality assurance activities carried out with assessors and / or internal quality assurance personnel, as their role requires.

Candidates must maintain reflections on these activities and any evidence of actions taken as a result.

The QAR should include:

Copies of completed paperwork to support internal monitoring activities which includes:

- Internal verification planning documentation
- Documents to support appropriate sampling
- Feedback given to assessor showing that the assessment decisions were fair, valid, reliable and consistent and linked to specific criteria
- Actions taken as a result of challenging assessor decisions
- Unit 8 – monitoring own work and work of team members

Feedback given to assessor showing that the internal verifier understood fair, valid, reliable and consistent and linked to specific criteria; actions taken as a result of challenging assessor decisions.

The QAR will demonstrate:

- Candidate progress in the development of the internal quality assurance process;
- Dialogue with tutors, assessors and other quality assurance personnel;
- Reflective practice;
- Actions taken as a result of consultations and discussions

It is an Essential Document:

- To provide evidence of internal quality assurance activities;
- To provide evidence of the acquisition and development of appropriate skills involved in the internal quality assurance process;
- To demonstrate reflection in action;
- For providing evidence that the candidate has achieved the learning outcomes and has met the assessment criteria in the units of assessment.

Useful Publications

Reece I, and Walker S, (2003) Teaching, training and Learning: A Practical guide, London, Routledge

Tummons J, (2005) Assessing learning in Further Education

Other relevant sources

Education guardian (Tuesday) or www.education.guardain.co.uk

Times Education Supplement (Friday) or www.tes.co.uk

The Department for Education and Skills - www.DfES.gov.uk

The Lifelong Learning UK – www.lluk.org.uk

Adults learning, NIACE: (monthly journal)