



Qualification  
Guidance

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

Qualification  
Accreditation Number:  
**501/0826/8**  
Version AIQ004858

**Active iQ**

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## Active IQ Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice

**Qualification Accreditation No: 501/0826/8**

**Course Code: Q4VER3**

### INTRODUCTION

This qualification is intended for those who maintain the quality of assessment from within an organisation or assessment centre and those who lead a team of internal quality assurance staff.

The Active IQ Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice is at level 4 on the Regulated Qualifications Framework.

**Guided learning hours: 115**

**Notional learning hours: 170**

**Credit: 17**

Minimum credit to be achieved at the level of the qualification:	17
Requirements other than the award of credit which needs to be met before the qualification is awarded:	None
Exemptions:	None

### ENTRY REQUIREMENTS

- Learners must hold one of the following qualifications or their recognised equivalent:
  - o the Level 3 Award in Assessing Competence in the Work Environment
  - o Active IQ Level 3 Award in Understanding the Principles and Practices of Assessment
  - o the Level 3 Certificate in Assessing Vocational Achievement
  - o A1 Assess candidate performance using a range of methods
  - o D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence
- Learners must also:
  - show current evidence of Continuing Professional Development in assessment and quality assurance
  - save up-to-date working knowledge and experience of best practice in assessment and quality assurance

### TARGET LEARNERS:

This qualification is aimed at learners aged 19+ who wish to widen their career pathway and skill set within their chosen sector by developing their quality assurance best practice.

### OBJECTIVES:

The objective of this qualification is to assess the performance of a learning and development practitioner with responsibility for the internal quality assurance of assessment.

**PROGRESSION:**

This qualification may provide progression to the following External Verification qualifications:

- Active IQ Level 4 Award in Externally Assuring the Quality of Assessment Processes and Practice
- Active IQ Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice

**LINKS TO NATIONAL OCCUPATIONAL STANDARDS (NOS)**

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

**REQUIREMENTS FOR ASSESSORS**

All those who assess these qualifications must:

- have up-to-date working knowledge and experience of best practice in assessment and quality assurance
- hold one of the following assessor qualifications or their recognised equivalent:
  - o The Level 3 Award in Assessing Competence in the Work Environment
  - o The Level 3 in Assessing Vocational Achievement
  - o A1 Assess Candidate Performance Using a Range of Methods
  - o 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:
  - o The Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
  - o The Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
  - o V1 Conduct Internal Quality Assurance of the Assessment Process
  - o D34 Internally Verify the Assessment Process
- show current evidence of Continuing Professional Development in assessment and quality assurance

**Occupational Competence Statements for Tutoring, Assessing and Verifying**

This section outlines the requirements for tutoring, assessing and verifying Active IQ qualifications.

**Tutors, Assessors and Internal Verifiers****Required Criteria**

All Tutors, Assessors and Verifiers must:

- Possess a discipline specific qualification equivalent to the qualification being taught
- Have relevant industry experience
- Demonstrate active involvement in a process of industry relevant Continued Professional Development during the last two years

**Tutors**

Tutors must hold, or be working towards a teaching qualification.

The following are acceptable:

- Level 3 Award in Preparing to Teach in the Lifelong Learning Sector (PTTLS)
- Level 4 Award in Preparing to Teach in the Lifelong Learning Sector (PTTLS)
- Level 4 Certificate in Teaching in the Lifelong Learning Sector (CTTLS)
- Level 5 Diploma in Teaching in the Lifelong Learning Sector (DTTLS)
- Certificate in Education

**Assessor**

Assessors must hold or be working towards any of the following:

- Level 3 Award in Understanding the Principles and Practices of Assessment or
- Level 3 Award in Assessing Vocationally Related Achievement or
- Level 3 Award in Assessing Competence in the Work Environment or
- Level 3 Certificate in Assessing Vocational Achievement, or
- A1 (previously D32, D33)

**Internal Verifier**

Internal verifiers must hold or be working towards any of the following:

- Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice or
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice or
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice or
- V1 (previously D34)

All new assessors and quality assurance staff must be given a clear action plan for achieving the appropriate qualification(s) and should be countersigned by an appropriately qualified individual until the qualification(s) are achieved.

**QUALIFICATION STRUCTURE AND UNIT CONTENT**

This qualification comprises 3 mandatory units:

Unit 1 - Understanding the Principles and Practices of Internally Assuring the Quality of Assessment

Unit 2 – Internally Assure the Quality of Assessment

Unit 3 – Plan, Allocate and Monitor Work in Own Area of Responsibility

Successful achievement of all units must be achieved for the full qualification.

Learning outcomes	Assessment Criteria
The learner will be able to:	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"> <li>• information collection</li> <li>• communications</li> <li>• administrative arrangements</li> <li>• resources</li> </ul>
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

<p>6. Understand the legal and good practice requirements for the internal quality assurance of assessment</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>
<p><b>Assessment</b></p>	<p>Worksheet or Professional Discussion</p>

Unit 2 A/601/5321 Level: 4 Credit Value: 6

Unit Title: Internally assure the quality of assessment

Learning outcomes	Assessment Criteria
The learner will be able to:	The learner can:
1. 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. 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. 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. 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. 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
<b>Assessment requirements</b>	Completion of Active IQ Learner Achievement Portfolio (LAP)

Learning outcomes	Assessment Criteria
The learner will be able to:	The learner can:
1. 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. 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. 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. 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
<b>Assessment requirements</b>	Completion of Active IQ Learner Achievement Portfolio (LAP)

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