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Open Awards Level 4 Internal Quality Assurance Suite

(RQF)(Level 4)

Open Awards Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice (600/4655/7)

Open Awards Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice (600/4652/1)

Open Awards Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (600/4654/5)



QUALIFICATION GUIDE

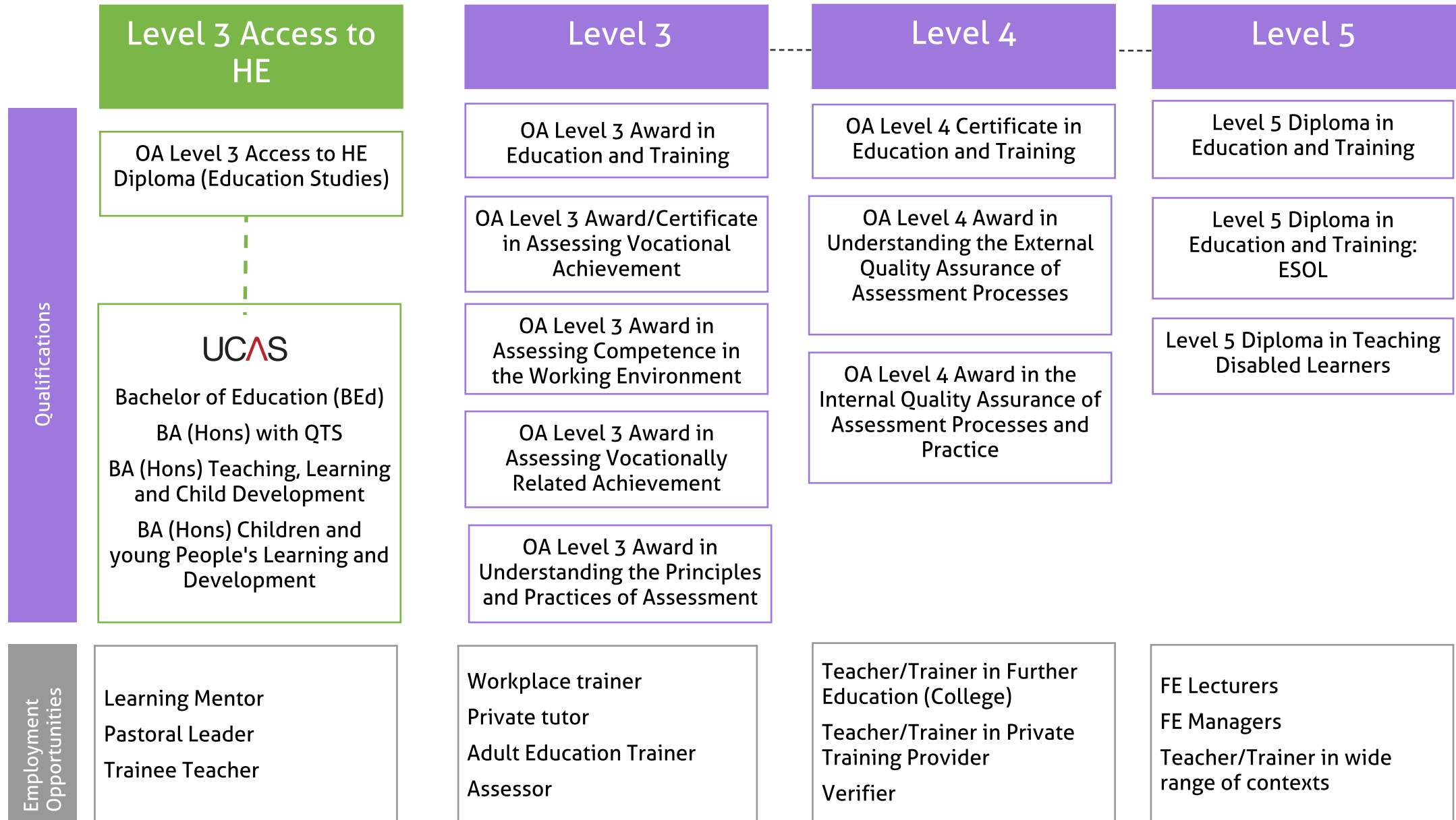
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Pathways to Employment Education and Training



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About the Qualification

Title (RQF) and QAN	Open Awards Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice (RQF)	600/4655/7
	Open Awards Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice (RQF)	600/4652/1
	Open Awards Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (RQF)	600/4654/5
Sector	13.1 Teaching and Lecturing	
Level	4	
Funding	Please click here for more information.	
Fees & Charges	Please click here for more information.	
Review Date	31 st December 2021	

Ofqual Purpose	D – Confirm Occupational Competence and/or License to Practice
Ofqual Sub-Purpose	C1 – Confirm Competence in an Occupational Role to the Standards Required

Total Qualification Time/Guided Learning		
<i>TQT is a new requirement for qualifications regulated by Ofqual through the Regulatory Qualifications Framework (RQF) from September 2015. For more information on what this means and how it is worked click here</i>		
Open Awards Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice (RQF)	Total Qualification Time (hours)	60
	Guided Learning (hours)	45
Open Awards Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice (RQF)	Total Qualification Time (hours)	120
	Guided Learning (hours)	90
Open Awards Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (RQF)	Total Qualification Time (hours)	170
	Guided Learning (hours)	115

Age Range and Restrictions:	
Pre-16	x
16-18	x
19+	✓
Any other restrictions specific to the qualification	✓

Any specified entry requirements

Although no formal qualifications are required on entry, all learners joining this qualification programme should undertake an initial assessment of skills in English, mathematics and ICT. They should record their development needs and, where applicable, agree an action plan to address them. If trainees join the qualification programme having already undertaken an initial assessment of their English, mathematics and ICT skills, their record of development needs and any previous action taken to address them should be reviewed and updated as required.

There are no other nationally agreed entry requirements.

Recommended Assessment Method

Learners will be required to complete a portfolio of evidence.

You will complete a portfolio of evidence which could include a range of evidence including assignments, witness testimonies, professional discussions and reflective journals.

Some of the units require that you are assessed within the workplace – simulation will not be allowed. Details of this can be found on the individual unit content.

Other Qualifications in this Suite

[Open Awards Level 3 Award in Education and Training \(RQF\)](#)

[Open Awards Level 3 Award in Understanding the Principles and Practices of Assessment \(RQF\)](#)

[Open Awards Level 3 Award in Assessing Competence in the Work Environment \(RQF\)](#)

[Open Awards Level 3 Award in Assessing Vocationally Related Achievement \(RQF\)](#)

[Open Awards Level 3 Certificate in Assessing Vocational Achievement \(RQF\)](#)

[Open Awards Level 4 Award in Understanding the External Quality Assurance of Assessment Processes and Practice \(RQF\)](#)

[Open Awards Level 4 Certificate in Education and Training \(RQF\)](#)

Purpose Statement

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

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

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

The primary purpose of this suite of qualifications is to confirm competence in an occupational area to the standards required. These qualifications reflect current practice in learning and development and describe what you need to do, know and understand in order to carry out an internal quality assurance role consistently and competently. This qualification is part of a suite of qualifications for assessors, internal quality assurers and external quality assurers.



Who is it for?

For individuals who wish to gain an understanding of the principles and practices of internal quality assurance but who do not intend to practice, the Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice will be the most appropriate.

For individuals who maintain internal quality assurance within an organisation or assessment centre, the Level 4 Award in the Quality Assurance of assessment Processes and practice will be the most appropriate.

For individuals who lead a team of internal quality assurance staff, the Level 4 Certificate in Leading the Internal Quality Assurance of Assessments Processes and Practice will be the most appropriate.

What are the Entry Requirements?

These qualifications are suitable for individuals aged 19+

This knowledge-only unit Award in Understanding the Principles and Practices of Assessment may be undertaken by anyone interested in the underlying principles and practices of assessment without having to be a practitioner.

The other qualifications within this suite, require that candidates be working in a suitable internal quality assurer role to fulfil the assessment requirements of the units. It may be useful to have achieved either the Level 3 Award in Assessing Competence in the Work Environment or Level 3 Certificate in Assessing Vocational Achievement (or the previous qualifications A1, D32, D33)

Although no formal qualifications are required on entry all those joining this qualification should undertake an initial assessment of their own skills in English, mathematics and ICT, recording their development needs and agreeing an action plan to address any issues.





What does this qualification cover?

All of the qualifications within this suite require you to complete one knowledge-based unit:

- Understanding the Principles and Practice of Internally Assuring the Quality of Assessment

The aim of this unit is to provide you with the knowledge and understanding a learning and development practitioner requires for an internal quality assurance role.

Depending on the route you take, you will be required to complete work-based learning, including:

Internally Assure the Quality of Assessment

Plan, Allocate and Monitor Work in Own Area of Responsibility

These units will support you to put your knowledge and understanding into practise in the work environment, allowing you to demonstrate your competence and skills as an internal quality assurer.

What are the Progression Opportunities?

These qualifications will support you to progress into and within a role as an internal quality assurer.



For those looking to develop their skills further, there is the opportunity to work complementary qualifications, including:

- Level 4 Award in Understanding the External Quality Assurance Processes and Practice
- Level 4 Certificate in Education and Training
- Level 5 Diploma in Education and Training



What are the Assessment Methods?

You will complete a portfolio of evidence which could include a range of evidence including assignments, witness testimonies, professional discussions and reflective journals.

Some of the units require that you are assessed within the workplace – simulation will not be allowed. Details of this can be found on the individual unit content.



Who supports this qualification?

The qualification was developed with and supported by the Learning and Skills Improvement Service.

Qualifications Rules of Combination and Units

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

Rules of Combination	
Credit Value of the Qualification:	6
Minimum Credits to be achieved at the Level of the Qualification:	6
Mandatory Units A:	All 6 credits to be achieved

Mandatory Units A

QAC Code	Unit Name	Credits	Level
T/507/9007	Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	6	Level Four

Open Awards Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice (RQF)

Rules of Combination	
Credit Value of the Qualification:	12
Minimum Credits to be achieved at the Level of the Qualification:	12
Mandatory Units A:	All 12 credits to be achieved

Mandatory Units A

QAC Code	Unit Name	Credits	Level
T/507/9007	Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	6	Level Four
H/507/8998	Internally Assure the Quality of Assessment	6	Level Four

Open Awards Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice RQF)

Rules of Combination	
Credit Value of the Qualification:	17
Minimum Credits to be achieved at the Level of the Qualification:	17
Mandatory Units A:	All 17 credits to be achieved

Mandatory Units A

QAC Code	Unit Name	Credits	Level
T/507/9007	Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	6	Level Four
H/507/8998	Internally Assure the Quality of Assessment	6	Level Four
Y/615/5375	Plan, Allocate and Monitor Work in Own Area of Responsibility	5	Level Four

Delivering this Qualification

Becoming a Centre

To deliver this qualification you must [be a recognised Open Awards centre](#). For more information, [click here](#).

Already Recognised? How to Deliver

If you are already a recognised Open Awards centre, you can deliver this qualification by [completing an New Qualification Notification Form](#). For more information, [see the Centre Handbook](#), or [speak to your Customer Service Advisor](#).

Registering Learners

Once you are ready to deliver this qualification, you will need to register your learners in line with the timescales below:

Short courses (15 weeks or less) within 25 working days of the course start date.

Full year long courses (over 15 weeks) within 60 working days of the course start date.

You will need to register your learners via the Open Awards portal. More information can be found on [our website](#) or the [Centre Handbook](#).

Quality Assurance

Delivery of this qualification must be done so in accordance with Ofqual regulatory guidelines and in line with Open Awards' quality assurance processes. Please [see our website](#) for more information.

Centre Staff Requirements

It is expected that centres will have occupationally competent staff with relevant sector experience for their role in the delivery of the units/qualifications being offered.

All those who assess these qualifications must:

- Already hold the qualification they are assessing (or a recognised equivalent) and have successfully assessed learners for other qualifications (if assessing quality assurance roles, they must have experience as a qualified quality assurance practitioner of carrying out internal or external quality assurance of qualifications for a minimum of two assessors);
- Have up-to-date working knowledge and experience of best practice in assessment and quality assurance;
- Hold one of the following qualifications or their recognised equivalent:
Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice; or
Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice; or
Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice; and
- Show current evidence of continuing professional development in assessment and quality assurance.

Best practice would be for Internal Verifiers to hold the relevant D34/V1/IQA unit(s).

Centres are responsible for ensuring that their staff are occupationally competent and have access to appropriate training and support. They are also responsible for notifying Open Awards of staff changes.

Assessment

Open Awards units and qualifications have been designed around the principle that the learner will build evidence towards the achievement of the assessment criteria over a period of time.

Each learner is required to build a portfolio of evidence to demonstrate that all the assessment criteria associated with each unit has been met.

Tutors and Assessors need to ensure that all evidence presented in a portfolio is:

Valid: it should be clearly demonstrating the knowledge or skills that are set out in the assessment criteria. It should be clearly the work of the learner.

Reliable: which means that it will in general, produce the same range of responses from learners, as long as they are used in similar circumstances and with similar groups of learners.

Inclusive: so that no individual learner is excluded from the opportunity to show their achievement because of their individual background or experience.

Assessors are required to review and assess all learner evidence and must be satisfied that learners have achieved all learning outcomes and assessment criteria relating to the unit being assessed prior to deciding the learner has completed the unit. Assessors will also ensure that the evidence produced by the learner is their own work.

Assessors retain records (e.g. Feedback Sheets, Individual Progress Record, Group Progress Record) on behalf of the centre which are made available and used by the centre's internal verifier / AIV and Open Awards Quality Reviewer / External Verifier.

Verification and Standardisation

Verification is the process by which assessment decisions are confirmed. Centres delivering this qualification have a responsibility to conduct internal verification led by a trained internal verifier. Centre approval compliance monitoring and External verification is carried out by Open Awards Quality Reviewers/External Verifiers who will confirm that the centre is assessing to standard and ensure that there are robust quality assurance systems embedded.

Further guidance on Internal Verification and Training Support for centres can be found on [our website](#)

Centres are required to contribute to national standardisation as requested by Open Awards and also to carry out appropriate internal standardisation. Open Awards offers Standardisation events that are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of training and standardisation events can be found on [our website](#)

Internal standardisation involves ensuring that, where there is more than one tutor/assessor delivering Open Awards provision or more than one site, internally set tasks and the outcomes of internal assessment are consistent across the range of courses.

Recognition of Prior Learning and Achievement (RPL)

RPL is a method of assessment (leading to the award of credit) that considers whether a learner

can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they may already possess. RPL enables recognition of achievement from a range of achievements and experiences whether at work, home and at leisure and is acceptable for accrediting a unit, units or a whole qualification. Evidence of learning must be sufficient, reliable and valid.

Credit based qualifications enable learners to avoid duplication of learning and assessment through equivalences or exemptions. It is the responsibility of the centre to inform Open Awards at registration of any exemptions and/or equivalences for which a claim may be made. These claims will be subject to external verification by the Open Awards Quality Reviewer for the centre.

For more information, please see our [Recognition of Prior Learning Policy](#).

Appendices and Links

Appendix Name
Glossary of Terms
Malpractice and Maladministration Policy
Sanctions Policy
Standardisation Policy
Guidelines for Use of the Open Awards Logo
Centre Handbook
Recognition of Prior Learning Policy and Procedures
Plagiarism Policy
Invoicing Policy
Equality and Diversity Policy
Customer Service Statement
Complaints Policy and Procedures
Enquiries and Appeals Policy and Procedures
Access to Fair Assessment Policy
Report of Suspected Malpractice (Form M1)
Ofsted Further Education and Skills Inspection Handbook

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