

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 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.

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

