

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

Overview

The Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice is designed for practitioners who lead the internal quality assurance process and have a responsibility for managing the quality of the assessment process and practice, and the performance of assessors; it is also ideal for those who develop systems and lead on visits from outside agencies, such as awarding organisations.

This qualification aims to provide underpinning knowledge and understanding, relating to the internal quality assurance of the assessment process, incorporating management theories. Focusing on planning, allocating and monitoring work in own area of responsibility. This qualification will be suitable for verifiers who have a Lead IV responsibility and who have already completed the verifier qualification.

The benefits of this qualification to the candidate

For candidates this qualification provides an opportunity:

- To gain the knowledge, skills and understanding needed to lead internal quality assurance
- For continual professional development

The benefits of this qualification for business

For business the benefits include:

- Staff qualified to quality assurance to National Occupational Standards

Who is this qualification suitable for?

This qualification is intended for those who lead a team of Internal Quality Assurers (IQAs) or those who manage a team of staff development managers, responsible for auditing the assessment of individual development programmes. Candidates may be working in one of the following roles although this list is not exhaustive:

- Centre Co-ordinators, Lead Internal Verifiers, and those who manage a team of Internal Verifiers.
- Anyone monitoring and advising on the practice of assessment.

Delivery

This qualification is competence based, this means that it is linked to a candidate's ability to completely perform a range of tasks connected with their work. Assessments will be carried out on their daily activities using a range of planned assessment methods.

Support

Candidates will be allocated a tutor who is a subject specialist within the field of learning and development. Their tutor will support and advise candidates throughout their qualification and will:

- Provide a comprehensive induction to the qualification
- Discuss with candidates the most appropriate methods of assessment, these may include: observation, work products, witness testimonies, discussion, written questions and answers
- Support candidates in developing their knowledge and understanding
- Plan with candidates how to meet the qualification requirements
- Review and feedback on the work candidates complete

Learning and assessment

Candidates are required to demonstrate that they meet the requirements of the qualification by producing a portfolio of evidence. Candidates will be given an account for our web based learning and assessment system (iLearner). Via this system candidates will be able to:

- Progress at a pace that best suits them
- View up-to-date, on-going progress
- Study when, and where, they want
- Have instant access to all of the learning materials needed to develop their knowledge and understanding
- Communicate with those important to them in achieving their qualification
- Use more exciting and innovative forms of evidence.
- 24/7 activity is possible

Qualification duration

This is dependent upon the candidate's individual circumstances but generally the qualification duration is between 3 - 6 months.

Qualification content

To achieve this qualification, candidates must complete a total of 17 credits from the following three mandatory units.

Mandatory units:

- **Understanding the principles and practices of internally assuring the quality of assessment** - The aim of this unit is to assess the knowledge and understanding a learning development practitioner requires for the internal quality assurance of assessment. Practitioner means anyone with a learning and development responsibility as the whole or a part of their role.
- **Internally assure the quality of assessment** - This unit will give candidates the opportunity to apply the principles and requirements of internal quality assurance to a real working context and identify ways in which to develop and improve their practice.
- **Plan, allocate and monitor work in own area of responsibility** - This unit gives candidates skills to examine the issues involved in the management of the quality assurance process by identifying the responsibilities of all involved in the process. This will help candidates develop a broader understanding and approach to the monitoring, development and improvement of assessment and quality assurance processes involved in working with teams.

Entry requirements

This is a qualification for Lead Internal Quality Assurers, who must be responsible for the quality assurance of the assessment processes and practice of at least two assessors, who each have a minimum of two candidates. Candidates must be aged 19 or over.

Qualification start date

Candidates can start this qualification at any time.

Resources

Candidates will be provided with all the resources needed to complete this qualification at no additional cost.

Progression

Candidates may wish to progress to the Level 4 Award in the External Quality Assurance of Assessment Processes and Practices or may wish to undertake management qualifications if applicable in job role.

Questions

Please contact us:

- Call us on 0191 6600355
- Email us info@roveconsultancy.co.uk

skills
talent
potential