

Purpose Statement

SEG Awards Certa Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (600/9384/5)

Overview

The Level 4 Certificate in Leading Quality Assurance of Assessment Processes and Practice is for you as a practitioner to gain the necessary practical and theoretical skills in order to quality assure the assessment processes and practice.

The units within this certificate are based upon the LLUK Learning and Development National Occupational Standards. The qualification provides a national benchmark of good practice, capturing the skills, knowledge and experience needed to perform the key activities of internally quality assuring assessment.

This qualification provides you with the opportunity to develop and improve your practice as well as achieving a professional qualification for your role in internal quality assurance.

Who is this qualification for?

This qualification is designed for you (19+ years old) who wish to develop the essential skills, knowledge and understanding of the principles and practices that underpin the internal quality assurance of assessment. It also is intended for those who maintain the quality of assessment within an organisation and for those who lead a team of internal quality assurance staff.

This qualification supports you to operate as the Internal Quality Assurance officer for vocational qualifications.

Entry Requirements

There are no formal entry requirements for this qualification. However, there must be evidence of the trainee assessor carrying out at least two assessments of two learners' occupational competence (four assessments in total). This occupational competence must not be an assessment itself. The evidence for this unit must not come from assessing another trainee assessor who is, in turn, assessing someone else.

It is advised that you should seek appropriate advice and guidance on the suitability of the qualification level before embarking on a course of study.

Skills and Education Group Awards expects approved centres to recruit with integrity on the basis of a learner's ability to contribute to and successfully complete all the requirements of a unit(s) or the full qualification. The Diploma in Foundation Studies Art, Design and Media consists of three assessed stages and is awarded on a grade scale of Distinction, Merit and Pass. The final unit of the qualification is available at Level 4 to support progression into higher education.

What does this qualification cover?

You will cover the knowledge and skills required by teachers/trainers/assessors in the further education and training skills sector.

You will cover the following Mandatory Units:

Understanding the principles and practice of internally assuring the quality of assessment

- Understand the context and principles of internal quality assurance
- Understand how to plan the internal quality assurance of assessment
- Understand techniques and criteria for monitoring the quality of assessment internally
- Understand how to internally maintain and improve the quality of assessment
- Understand how to manage information relevant to the internal quality assurance of assessment
- Understand the legal and good practice requirements for the internal quality assurance of assessment

Internally assure the quality of assessment

- Be able to plan the internal quality assurance of assessment
- Be able to internally evaluate the quality of assessment
- Be able to internally maintain and improve the quality of assessment
- Be able to manage information relevant to the internal quality assurance of assessment
- Be able to maintain legal and good practice requirements when internally monitoring and maintaining the quality of assessment

Plan, allocate and monitor work in own area of responsibility

- Be able to produce a work plan for own area of responsibility
- Be able to allocate and agree responsibilities with team members
- Be able to monitor the progress and quality of work in own area of responsibility and provide feedback
- Be able to review and amend plans of work for own area of responsibility and communicate changes

This 17 credit qualification has two 6 credit and one 5 credit mandatory units. All are vocational and relate to the sector in the title. Vocational content is 100%.

This qualification is a stand-alone qualification and is not part of an Apprenticeship.

The content of the qualification will support you to develop and expand your education and training skills, knowledge and understanding, at level 4.

What could this qualification lead to?

Will the qualification lead to employment, and if so, in which job role and at what level?

The skills and knowledge you have developed and enhanced through completing this qualification will enable you to progress into employment in a variety of organisations in the lifelong learning sector, including: public/private sector organisations and Further Education Adult and Community Education, as a:

- Qualified Internal Quality Assurer (IQA)
- Qualified Lead Internal Quality Assurer

Will the qualification lead to further learning?

Successful completion of the Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Process and Practice provides you with a sound preparation for further vocational training, such as continuing onto other related qualifications at Level 4 and above in Education and Training or Learning and Development, for instance:

Further Education

- Level 4 Certificate in Education and Training
- Level 4 Award in the External Quality Assurance of Assessment Processes and Practice

If there are larger and/or smaller versions of this qualification or it is available at different skills levels, why should a student take this particular one?

The Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice is part of a larger suite of Internal Quality Assurance qualifications. This suite of qualifications is for staff that are working in, or looking to gain entry to, roles in Internal Quality Assurance.

- **Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice** – is a knowledge only award, suitable for those who need to know about internal quality assurance but are not

carrying out quality assurance themselves. This qualification is also suitable for those who wish to become an internal quality assurance practitioner.

- **Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice** - is intended for those who wish to gain the necessary practical and theoretical skills in order to quality assure the assessment processes through; sample planning, monitoring and advising on the practice of assessors.
- **Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice** - this qualification is intended for those who lead a team of internal quality assurance staff and have responsibility for managing the quality of the assessment process, practice and the performance of assessors.

Who supports the qualification?

- Learning South West
- ASDAN
- Lifetrain
- National Youth Agency
- Creative Skillset

FURTHER INFORMATION

Further information on the qualification can be found at:

<https://skillsandeducationgroupawards.co.uk/qualification/level-4-certificate-in-leading-the-internal-quality-assurance-of-assessment-processes-and-practice/>