

## Qualification Specification

**600/3455/5**

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



#### Qualification Details

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

Awarding Organisation : [iCan Qualifications Limited](https://icanqualify.net)

Fees Price List Url : <https://icanqualify.net>

Qualification Type : RQF

Qualification Sub Type : None

Qualification Level : Level 4

Qualification Sub Level : None

EQF Level : Level 5

Regulation Start Date : 30-Sep-2011

Operational Start Date : 01-Oct-2011

Offered In England : Yes

Offered In Wales : Yes

Offered In Northern Ireland : Yes

Assessment Language In English : Yes

Assessment Language In Welsh : No

Assessment Language In Irish : No

SSA : 13.1 Teaching and Lecturing

Purpose : D. Confirm occupational competence and/or 'licence to practice'

Sub Purpose : D1. Confirm competence in an occupational role to the standards required

Total Credits : 17

Min Credits at/above Level : 17

Minimum Guided Learning Hours : 115

Maximum Guided Learning Hours : 115

Diploma Guided Learning Hours : 115

Overall Grading Type : Pass

Assessment Methods : Portfolio of Evidence, Practical Demonstration/Assignment

Structure Requirements : To achieve this qualification all three mandatory units must be completed to attain 17 credits

Age Ranges : Pre-16 : No; 16-18 : No; 18+ : No; 19+ : Yes

Qualification Objective : This qualification is for those who lead the internal quality assurance process within a organisation and have responsibility for managing the quality of the assessment process, practice and the performance of assessors

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#### Rules of Combination (ROC)

Group Name	Mandatory	#Units	Minimum Units	Maximum Units	Minimum Credits	Maximum Credits
<b>A) Mandatory Units</b>	<b>Yes</b>	3	3	3	17	17

#### Group A Mandatory Units

URN	Title	Level	GLH	Credit
<a href="#">A/601/5321</a>	Internally assure the quality of assessment	4	45	6
<a href="#">H/600/9674</a>	Plan, allocate and monitor work in own area of responsibility	4	25	5
<a href="#">T/601/5320</a>	Understanding the principles and practices of internally assuring the quality of assessment	4	45	6

Unit Specification  
**A/601/5321**  
 Internally assure the quality of assessment



Qualification Framework : RQF  
 Title : Internally assure the quality of assessment  
 Unit Level : Level 4  
 Unit Sub Level : None  
 Guided Learning Hours : 45  
 Unit Credit Value : 6  
 SSAs : 13.1 Teaching and Lecturing, 13.2 Direct Learning Support  
 Unit Grading Structure : Pass

Assessment Guidance : Please refer to the [Online iCQ Assessment Guidance](#).  
 Evidence for all learning outcomes must come from performance in the work environment. All learning outcomes in this unit must be assessed using methods appropriate to the candidate IQA's performance. These must include:

- observation of performance
- examining products of work
- questioning  
 Direct evidence of this kind may be supplemented, where necessary, by discussion, reflective accounts or witness testimony.  
 Simulations are not allowed.

Assessment Guidance : Please refer to the [Online iCQ Assessment Guidance](#).  
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- observation of performance
- examining products of work
- questioning  
 Direct evidence of this kind may be supplemented, where necessary, by discussion, reflective accounts or witness testimony.  
 Simulations are not allowed.

<b>Unit: A/601/5321 : Internally assure the quality of assessment</b>	
<b>Be able to plan the internal quality assurance of assessment</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Plan monitoring activities according to the requirements of own role
01.02	Make arrangements for internal monitoring activities to assure quality
<b>Be able to internally evaluate the quality of assessment</b>	
02.01	Carry out internal monitoring activities to quality requirements
02.02	Evaluate assessor expertise and competence in relation to the requirements of their role
02.03	Evaluate the planning and preparation of assessment processes
02.04	Determine whether assessment methods are safe, fair, valid and reliable
02.05	Determine whether assessment decisions are made using the specified criteria
02.06	Compare assessor decisions to ensure they are consistent
<b>Be able to internally maintain and improve the quality of assessment</b>	
03.01	Provide assessors with feedback, advice and support, including professional development opportunities, which help them to maintain and improve the quality of assessment
03.02	Apply procedures to standardise assessment practices and outcomes
<b>Be able to manage information relevant to the internal quality assurance of assessment</b>	
04.01	Apply procedures for recording, storing and reporting information relating to internal quality assurance
04.02	Follow procedures to maintain confidentiality of internal quality assurance information
<b>Be able to maintain legal and good practice requirements when internally monitoring and maintaining the quality of assessment</b>	
05.01	Apply relevant policies, procedures and legislation in relation to internal quality assurance, including those for health, safety and welfare
05.02	Apply requirements for equality and diversity and, where appropriate, bilingualism, in relation to internal quality assurance
05.03	Critically reflect on own practice in internally assuring the quality of assessment
05.04	Maintain the currency of own expertise and competence in internally assuring the quality of assessment

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## Unit Specification

**H/600/9674**

Plan, allocate and monitor work in own area of responsibility

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Qualification Framework: RQF

Title: Plan, allocate and monitor work in own area of responsibility

Unit Level: Level 4

Unit Sub Level: None

Guided Learning Hours: 25

Unit Credit Value: 5

SSAs: 1.4 Public Services, 14.1 Foundations For Learning and Life, 15.2 Administration, 15.3 Business Management, 15.4 Marketing and Sales

Unit Grading Structure: Pass

Assessment Guidance: Please refer to the [Online iCQ Assessment Guidance](#).

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### **Unit: H/600/9674 : Plan, allocate and monitor work in own area of responsibility**

#### **Be able to produce a work plan for own area of responsibility.**

##### **Assessment Criterion - The learner can:**

01.01 Explain the context in which work is to be undertaken.

01.02 Identify the skills base and the resources available.

01.03 Examine priorities and success criteria needed for the team.

01.04 Produce a work plan for own area of responsibility.

#### **Be able to allocate and agree responsibilities with team members.**

02.01 Identify team members responsibilities for identified work activities.

02.02 Agree responsibilities and SMART (Specific, Measurable, Achievable, Realistic and Time-bound) objectives with team members.

#### **Be able to monitor the progress and quality of work in own area of responsibility and provide feedback.**

03.01 Identify ways to monitor progress and quality of work.

03.02 Monitor and evaluate progress against agreed standards and provide feedback to team members.

#### **Be able to review and amend plans of work for own area of responsibility and communicate changes.**

04.01 Review and amend work plan where changes are needed.

04.02 Communicate changes to team members.

## Unit Specification

### T/601/5320

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



Qualification Framework: RQF

Title : Understanding the principles and practices of internally assuring the quality of assessment

Unit Level : Level 4

Unit Sub Level : None

Guided Learning Hours : 45

Unit Credit Value : 6

SSAs : 13.1 Teaching and Lecturing, 13.2 Direct Learning Support

Unit Grading Structure : Pass

Assessment Guidance : Please refer to the [Online iCQ Assessment Guidance](#).

<b>Unit: T/601/5320 : Understanding the principles and practices of internally assuring the quality of assessment</b>	
<b>Understand the context and principles of internal quality assurance</b>	
<b>Assessment Criterion - The learner can:</b>	
01.01	Explain the functions of internal quality assurance in learning and development
01.02	Explain the key concepts and principles of the internal quality assurance of assessment
01.03	Explain the roles of practitioners involved in the internal and external quality assurance process
01.04	Explain the regulations and requirements for internal quality assurance in own area of practice
<b>Understand how to plan the internal quality assurance of assessment</b>	
02.01	Evaluate the importance of planning and preparing internal quality assurance activities
02.02	Explain what an internal quality assurance plan should contain
02.03	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>
<b>Understand techniques and criteria for monitoring the quality of assessment internally</b>	
03.01	Evaluate different techniques for sampling evidence of assessment, including use of technology
03.02	Explain the appropriate criteria to use for judging the quality of the assessment process
<b>Understand how to internally maintain and improve the quality of assessment</b>	
04.01	Summarise the types of feedback, support and advice that assessors may need to maintain and improve the quality of assessment
04.02	Explain standardisation requirements in relation to assessment
04.03	Explain relevant procedures regarding disputes about the quality of assessment
<b>Understand how to manage information relevant to the internal quality assurance of assessment</b>	
05.01	Evaluate requirements for information management, data protection and confidentiality in relation to the internal quality assurance of assessment
<b>Understand the legal and good practice requirements for the internal quality assurance of assessment</b>	
06.01	Evaluate legal issues, policies and procedures relevant to the internal quality assurance of assessment, including those for health, safety and welfare
06.02	Evaluate different ways in which technology can contribute to the internal quality assurance of assessment
06.03	Explain the value of reflective practice and continuing professional development in relation to internal quality assurance
06.04	Evaluate requirements for equality and diversity and, where appropriate, bilingualism, in relation to the internal quality assurance of assessment