

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
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
A) Mandatory Units	Yes	3	3	3	17	17

Group A Mandatory Units

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

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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Unit: A/601/5321 : Internally assure the quality of assessment

Be able to plan the internal quality assurance of assessment

Assessment Criterion - The learner can:

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| 01.01 | Plan monitoring activities according to the requirements of own role |
| 01.02 | Make arrangements for internal monitoring activities to assure quality |

Be able to internally evaluate the quality of assessment

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| 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 |

Be able to internally maintain and improve the quality of assessment

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| 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 |

Be able to manage information relevant to the internal quality assurance of assessment

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|-------|--|
| 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 |

Be able to maintain legal and good practice requirements when internally monitoring and maintaining the quality of assessment

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|-------|---|
| 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 |

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.

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](#).

Unit: T/601/5320 : Understanding the principles and practices of internally assuring the quality of assessment

Understand the context and principles of internal quality assurance

Assessment Criterion - The learner can:

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| 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 |

Understand how to plan the internal quality assurance of assessment

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| 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"> • information collection • communications • administrative arrangements • resources |

Understand techniques and criteria for monitoring the quality of assessment internally

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| 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 |

Understand how to internally maintain and improve the quality of assessment

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|-------|---|
| 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 |

Understand how to manage information relevant to the internal quality assurance of assessment

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| 05.01 | Evaluate requirements for information management, data protection and confidentiality in relation to the internal quality assurance of assessment |
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Understand the legal and good practice requirements for the internal quality assurance of assessment

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|-------|---|
| 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 |