

SEVERN BUSINESS COLLEGE

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

Course Handbook

Qualification
CPD Level 4 Certificate in Internal Quality Assurance of Assessment Processes and Practice

Level
4

Guided Learning Hours
60

Total Qualification Time Hours
170

Credit Value
17

Aim of the Course
This qualification confirms the competence and expertise of professionals responsible for maintaining and improving assessment quality within an organisation or centre.

Assessment
Assessment is through practical assignments, with no exams - to more accurately reflect the real working environment.

Course Structure

Level 4 Certificate in Internal Quality Assurance of Assessment Processes and Practice			
Unit number	**Units**	**Unit level**	**Unit credit**
4	Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	4	6
5	Internally Assure the Quality of Assessment	4	6
8	Plan, Allocate and Monitor Work in Own Area of Responsibility	4	5

Assessment Grades

Marks Ranges	Marking Criteria
Pass	All learning outcomes are achieved. All assessment criteria are met.
Fail	All learning outcomes are not achieved. All assessment criteria are not met.
No Marks	Plagiarism.

UNIT SPECIFICATIONS

Unit Title
Understanding the Principles and Practices of Internally Assuring the Quality of Assessment

Level
4

Guided Learning Hours
20

Learning Time Hours
60

Credit Value
6

Learning outcomes and assessment criteria
In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning Outcome	Assessment Criteria
1 Understand the context and principles of internal quality assurance.	1.1 Explain the functions of internal quality assurance in learning and development. 1.2 Explain the key concepts and principles of the internal quality assurance in learning and development.

	1.3 Explain the roles of practitioners involved in the internal and external quality-assurance process. 1.4 Explain the regulations and requirements for internal quality assurance in own area of practice.
2 Understand how to plan the internal quality assurance of assessment.	2.1 Evaluate the importance of planning and preparing internal quality-assurance activities. 2.2 Explain what an internal quality-assurance plan should contain. 2.3 Summarize the preparations that need to be made for internal quality assurance, including: information collection, communications, administrative arrangements, resources.
3 Understand techniques and criteria for monitoring the quality of assessment internally.	3.1 Evaluate different techniques for sampling evidence of assessment, including the use of technology. 3.2 Explain the appropriate criteria to use for judging the quality of the assessment process.
4 Understand how to internally maintain and improve the quality of assessment.	4.1 Summarize the types of feedback, support and advice that assessors may need to maintain and improve the quality of assessment. 4.2 Explain standardization requirements in relation to assessment. 4.3 Explain relevant procedures regarding disputes about the quality of assessment.
5 Understand how to manage information relevant to the internal quality assurance of assessment.	5.1 Evaluate requirements for information management, data protection and confidentiality in relation to the internal quality assurance of assessment.
6 Understand the legal and good practice requirements for the internal quality assurance of assessment.	6.1 Evaluate legal issues, policies and procedures relevant to the internal quality assurance of assessment, including those for health, safety and welfare. 6.2 Evaluate different ways in which technology can contribute to the internal quality assurance of assessment. 6.3 Explain the value of reflective practice and continuing professional development in relation to internal quality assurance. 6.4 Evaluate requirements for equality and diversity and, where appropriate, bilingualism, in relation to the internal quality assurance of assessment.

Suggested Resources

- Principles and Practices of Assessment
- The Vocational Assessor Handbook

UNIT SPECIFICATIONS

Unit Title

Internally Assure the Quality of Assessment

Level

4

Guided Learning Hours

20

Learning Time Hours

60

Credit Value

6

Learning outcomes and assessment criteria

In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning Outcome	Assessment Criteria
1 Be able to plan the internal quality assurance of assessment.	1.1 Plan monitoring activities according to the requirements of own role. 1.2 Make arrangements for internal monitoring activities to assure quality.

2 Be able to internally evaluate the quality of assessment.	2.1 Carry out internal monitoring activities to quality requirements. 2.2 Evaluate assessor expertise and competence in relation to the requirements of their role. 2.3 Evaluate the planning and preparation of assessment processes. 2.4 Determine whether assessment methods are safe, fair, valid and reliable. 2.5 Determine whether assessment decisions are made using the specified criteria. 2.6 Compare assessors' decisions to ensure they are consistent.
3 Be able to internally maintain and improve the quality of assessment.	3.1 Provide assessors with feedback, advice and support, including professional development opportunities, that help them to maintain and improve the quality of assessment. 3.2 Apply procedures to standardize assessment practices and outcomes
4 Be able to manage information relevant to the internal quality assurance of assessment.	4.1 Apply procedures for recording, storing and reporting information relating to internal quality assurance. 4.2 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.	5.1 Apply relevant policies, procedures and legislation in relation to internal quality assurance, including those for health, safety and welfare. 5.2 Apply requirements for equality and diversity and, where appropriate, bilingualism, in relation to internal quality assurance. 5.3 Critically reflect on own practice in internally assuring the quality of assessment. 5.4 Maintain the currency of own expertise and competence in internally assuring the quality of assessment.

Suggested Resources

- Principles and Practices of Assessment
- The Vocational Assessor Handbook

UNIT SPECIFICATIONS

Unit Title

Plan, Allocate and Monitor Work in Own Area of Responsibility

Level

4

Guided Learning Hours

20

Learning Time Hours

50

Credit Value

5

Learning outcomes and assessment criteria

In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning Outcome	Assessment Criteria
Be able to produce a work plan for own area of responsibility.	1.1 Explain the context in which work is to be undertaken. 1.2 Identify the skills base and the resources available. 1.3 Examine priorities and success criteria needed for the team. 1.4 Produce a work plan for own area of responsibility.
2 Be able to allocate and agree responsibilities with team members.	2.1 Identify team members' responsibilities for identified work activities. 2.2 Agree responsibilities and SMART (specific, measurable, achievable, realistic and time-bound) objectives with team members.
3 Be able to monitor the progress and quality of work in own area of responsibility and provide feedback.	3.1 Identify ways to monitor progress and quality of work, 3.2 Monitor and evaluate progress against agreed standards and provide feedback to team members.
4 Be able to review and amend plans	4.1 Review and amend work plan where changes are needed.

of work for own area of responsibility and communicate changes.	4.2 Communicate changes to team members.

Suggested Resources

- Principles and Practices of Assessment
- The Vocational Assessor Handbook

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