



Summary of the:

GQA Level 4 Award In Internal Quality Assurance of Assessment Processes and Practice (QCF)

600/3823/8

Who is this qualification for?

This is a Level 4 qualification, and is for those who carry out internally quality assurance of assessors and assessments. To complete this qualification it will be necessary to have a minimum of 2 Assessors who have 2 candidates each to work with, and these candidates must be working in an industry you have occupational knowledge of.

The qualification requirements include planning of Internal Quality Assurance, sampling assessment decisions, monitoring, supporting and providing feedback to assessors and ensuring information is recorded and stored in accordance with legislation. In addition there is a requirement to ensure standardisation and to maintain and improve Assessor and Centre performance. An understanding of assessment methods and how to evaluate them is also required. The ability to communicate clearly to those involved in Quality Assurance, including External Verifiers and Awarding Organisations is essential.

There is also a Level 3 qualification in Assessing Vocational Achievement, please visit the GQA website at www.gqaqualifications.com for information.

What is required from candidates?

QCF qualifications are made up of a number of units that have a credit value or credits.

The units are made up of the things you need to know and the things you need to be able to do to carry out your job safely and correctly. These are called Learning Outcomes, and all must be met to achieve the units.

This qualification is made up of 2 Mandatory units with a credit value of 12 credits.

Mandatory Units (All units must be taken)

<i>Unit Ref</i>	<i>Title</i>	<i>Level</i>	<i>Credit</i>
T/601/5320	Understanding the principles and practices of internally assuring the quality of assessment	4	6
A/601/5321	Internally assure the quality of assessment	4	6

Achieving both Mandatory units will mean the qualification has been completed and GQA will provide the Certificate with the qualification title. Where a candidate has not completed the full qualification and will not go on to do so, a Certificate of Credit can be issued for the credits achieved.

Assessment guidance

Evidence should show that you can complete all of the learning outcomes for each unit being taken.

Types of evidence:

Evidence of performance and knowledge is required. Evidence of performance should be demonstrated by activities and outcomes, and should be generated in the workplace only, unless indicated under potential sources of evidence (see below). Evidence of knowledge can be demonstrated through performance or by responding to questions.

Quantity of evidence:

Evidence should show that you can meet the requirements of the units in a way that demonstrates that the standards can be achieved consistently over an appropriate period of time.

Potential sources and types of evidence:

The main source of evidence for each unit will be observation of the candidate's performance and knowledge demonstrated during the completion of the unit. There must also be evidence of using questioning and examination of work products. The following can be used as supplementary physical or documentary evidence:

- Responses to oral or written questioning
- Standardisation meeting records
- CPD records
- Personal statements
- Organisational Chart
- Sampling plans and records
- Evidence of communication with Internal and External people/bodies
- Evidence of Assessor monitoring , support and feedback
- Professional discussion
- Summary of Centre documentation and policies
- Evidence of recognition of prior learning
- Written reports

All evidence provided must contribute to the Internal Quality Assurance and Standardisation procedures within the Organisation and the requirements of Awarding Organisations.

Please Note that photocopied or downloaded documents are not normally acceptable evidence for GQA qualifications unless accompanied by a record of a professional discussion or assessor statement confirming candidate knowledge of the subject. If you are in any doubt about the validity of evidence, please contact your GQA External Verifier

Please be aware, there is a need for a formal qualification for anyone verifying GQA qualifications: anyone holding the V1 award or relevant D units does not have to achieve this new qualification but will be required to work in accordance with the new guidelines.

For verifying NVQs during the next three years or verifying QCF qualifications that use the term 'NVQ' in their title, under any Awarding Organisation one of the aforementioned qualifications may also be required (depending on the qualification assessment strategies set by individual sector skills council.

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