

Level 4 Award in Leading Internal Quality Assurance of Assessment Processes and Practice - 17 Credits

Unit Title	Level	Credit	GLH
Mandatory Units			
Understanding the principles and practices of internally assuring the quality of assessment	4	6	45
Internally assure the quality of assessment	4	6	45



Unit Format

Each unit in these courses is presented in a standard format. This format provides guidance on the requirements of the unit for learners, tutors, assessors and external verifiers.

Each unit has the following sections:

Unit Title

The unit title reflects the content of the unit. The title of each unit completed will appear on a learner's statement of results.

Unit Aims

The unit aims section summarizes the content of the unit. All units and courses have a level assigned to them which represents the level of achievement. The level of each unit is informed by the level descriptors.

Credit Value

The credit value is the number of credits that may be awarded to a learner for the successful achievement of the learning outcomes of a unit.

Guided Learning Hours (GLH)

Guided learning hours are an indicative guide to the amount of input that a tutor will provide to a learner, to enable them to complete the unit. This includes lectures, tutorials and workshops and time spent by staff assessing learners' achievement when they are present.

Learning Outcomes

The learning outcomes set out what a learner is expected to know, understand or be able to do as the result of the learning process.

Assessment Criteria

The assessment criteria describe the requirements a learner is expected to meet in order to demonstrate that the learning outcome has been achieved.

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

Credits: - 6

GLH: - 45

Learning Outcomes The learner will :	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 of assessment. 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
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 Summaries the preparations that need to be made for internal quality assurance, including: <ul style="list-style-type: none"> • information collection • communications • administrative arrangements
3. Understand techniques and criteria for monitoring the quality of assessment internally.	3.1 Evaluate different techniques for sampling evidence of assessment, including 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 Summaries the types of feedback, support and advice that assessors may need to maintain and improve the. 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.	5.1 Evaluate requirements for information management, data protection and confidentiality in relation to the
6 Understand the legal and internal quality assurance of assessment 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, 6.2 Evaluate different ways in which technology can contribute to the internal quality assurance of. 6.3 Explain the value of reflective practice and continuing professional development in relation to internal quality 6.4 Evaluate requirements for equality and diversity and, where appropriate,

Internally assure the quality of assessment

Credits: - 6

GLH: - 90

Learning Outcomes The	Assessment Criteria
1 Be able to plan the internal quality assurance of	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
3. Be able to internally maintain and improve the quality of	3.1 Provide assessors with feedback, advice and support, including professional development opportunities, 3.2 Apply procedures to standardize assessment practices and outcomes
4 Be able to manage information relevant to the internal quality assurance of	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
5 Be able to maintain legal and good practice requirements when internally monitoring	5.1 Apply relevant policies, procedures and legislation in relation to internal quality assurance, including those for 5.2 Apply requirements for equality and diversity and, where appropriate, bilingualism, in relation to internal