

## **Understanding the Principles and Practices of Internally Assuring the Quality of Assessment (FD4A 63)**

### **Who this Unit is for**

This 'knowledge' Unit can be taken by those who are in a position to carry out real internal quality assurance and can be taken in conjunction with the following 'practice' Unit:

- ◆ Internally Assure the Quality of Assessment

The Unit can be assessed at the same time and, in the spirit of holistic assessment, evidence from one can be used to meet some of the requirements of the other.

This knowledge Unit is also relevant for those who are new to internal quality assurance and hoping to become an internal quality assurer. This means that they can gain an understanding of the principles and practices of internally assuring the quality of assessment before they go on to practice. When they are ready to practice they can then undertake the practice Unit.

This Unit is also applicable for those who need to know about internal quality assurance, but never intend to practice, for example quality assurance staff who have some connection with the operational/business of managing quality assurance. In this situation, they would not achieve the whole qualification but could complete this 'stand-alone' Unit.

### **What this Unit is about**

The aim of this Unit is to assess the internal quality assurer-candidates' knowledge and understanding of the principles and practices of internally assuring the quality of assessment.

All QCF internal quality assurance qualifications include this mandatory Unit. The Unit covers all the essential knowledge and understanding that individuals require to enable them to understand assessment principles and practices of internally assuring quality of assessment in the work environment.

All learning Outcomes in this Unit must be assessed using methods appropriate to the assessment of knowledge and understanding.

<b>Title:</b>	Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	
<b>Level:</b>	4	
<b>Credit value:</b>	6	
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
<b><i>The learner will:</i></b>	<b><i>The learner can:</i></b>	
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 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 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>	
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.	

<b>Learning Outcomes</b>  <i>The learner will:</i>	<b>Assessment Criteria</b>  <i>The learner can:</i>
4 Understand how to internally maintain and improve the quality of assessment.	4.1 Summarise the types of feedback, support and advice that assessors may need to maintain and improve the quality of assessment.  4.2 Explain standardisation 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.
<b>Evidence Requirements and Assessment Guidance (for the complete Unit)</b>	
<p>The aim of this Unit is to assess knowledge and understanding of the principles and practices that underpin the internal quality assurance of assessment.</p> <p>All learning Outcomes in this Unit must be assessed using methods appropriate to the assessment of knowledge and understanding.</p> <p>There must be valid, authentic and sufficient evidence for all the Assessment Criteria. However, one piece of evidence may be used to meet the requirements of more than one learning Outcome or Assessment Criterion.</p>	

Additional information about the Unit	
Unit aim(s)	<p>The aim of this Unit is to assess the knowledge and understanding a learning and development practitioner requires for the internal quality assurance of assessment.</p> <p>'Practitioner' means anyone with a learning and development responsibility as the whole or a part of their role.</p>
Unit expiry date	TBA
Details of the relationship between the Unit and relevant national occupational standards (if appropriate)	Learning and Development NOS Standard 11: Internally Monitor and Maintain the Quality of Assessment.
Details of the relationship between the Unit and other standards or curricula (if appropriate)	
Assessment requirements specified by a sector or regulatory body (if appropriate)	
Endorsement of the Unit by a sector or other appropriate body (if required)	Lifelong Learning UK
Location of the Unit within the subject/sector classification system	<p>13 Education and Training</p> <p>13.2 Direct Learning Support</p>
Name of the organisation submitting the Unit	Lifelong Learning UK
Availability for use	Shared
Availability for delivery	TBA
Guided Learning Hours	45