

Plan, Allocate and Monitor Work in Own Area of Responsibility (FD4D 63)

Who this Unit is for

This Unit can be taken by those who lead the work of a team responsible for internal quality assurance and can be taken in conjunction with one or both the following Units:

- ◆ Understanding the Principles and Practices of Internally Assuring the Quality of Assessment
- ◆ 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.

What this Unit is about

The aim of this Unit is to assess performance in leading the work of a team responsible for the internal quality assurance within an organisation or assessment centre.

The Unit requires the learner to be able to produce and review work plans, communicating changes and allocating and agreeing responsibilities with internal quality assurance team members.

A significant part of the Unit covers monitoring the quality of IQA staffs' work and providing constructive feedback.

The evidence guidance below has been developed to provide assessors with information relating to evidence collection where learners are being assessed for this practical Unit. In this situation, a variety of methods may be used to assess knowledge and understanding such as:

- ◆ 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.

Holistic assessment is encouraged. The same pieces of evidence, if relevant, can span a number of Learning Outcomes and Assessment Criteria within the Unit and may be used to satisfy specific requirements of other Units and vice versa.

*The terms used in the Assessment Criteria of the knowledge Unit, namely, explain, summarise and evaluate must be met in full when referencing evidence from the practice Units. This means that the evidence being referenced-in must show explanation, summary or evaluation to be accepted as valid evidence.

As evidence guidance only, centres are not obliged to apply all of the guidance above (* denotes an SQA requirement). Centres are however obligated to fulfil all of the following generic Evidence Requirements as devised by LLUK.

Title:	Plan, Allocate and Monitor Work in Own Area of Responsibility	
Level:	4	
Credit value:	5	
Learning Outcomes	Assessment Criteria	
<i>The learner will:</i>	<i>The learner can:</i>	
1 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 of work for own area of responsibility and communicate changes.	4.1 Review and amend work plan where changes are needed.	4.2 Communicate changes to team members.

Evidence Requirements and Assessment Guidance (for the complete Unit)

- ◆ The aim of this Unit is to assess performance in leading the work of a team responsible for internal quality assurance within an organisation or assessment centre.
- ◆ All Learning Outcomes in this Unit must be assessed using methods appropriate to the learner IQA's performance.
- ◆ There must be valid, authentic and sufficient evidence for all the Assessment Criteria. Holistic assessment is encouraged and one piece of evidence may be used to meet the requirements of more than one Learning Outcome or Assessment Criterion.
- ◆ Evidence must come from performance in the work environment.

Additional information about the Unit	
Unit aim(s)	This Unit helps learners to plan, allocate and monitor work in own area of responsibility, and make any necessary changes to original work plans.
Unit expiry date	31/12/2015
Details of the relationship between the Unit and relevant national occupational standards (if appropriate)	MSC D6 Allocate and monitor the progress and quality of work in your area of responsibility.
Details of the relationship between the Unit and other standards or curricula (if appropriate)	N/A
Assessment requirements specified by a sector or regulatory body (if appropriate)	<p>A variety of methods may be used to assess knowledge and understanding such as:</p> <ul style="list-style-type: none"> ◆ observation of performance ◆ examining products of work ◆ questioning <p>Direct evidence of this kind may be supplemented, where necessary, by discussion, reflective accounts or witness testimony.</p> <p>Holistic assessment is encouraged. The same pieces of evidence, if relevant, can span a number of Learning Outcomes and Assessment Criteria within the Unit and may be used to satisfy specific requirements of other Units and vice versa.</p>
Endorsement of the Unit by a sector or other appropriate body (if required)	Management Standards Centre
Location of the Unit within the subject/sector classification system	1.4 Public Services, 14.1 Foundations For Learning and Life, 15.2 Administration, 15.3 Business Management, 15.4 Marketing and Sales
Name of the organisation submitting the Unit	Management Standards Centre
Availability for use	Shared
Availability for delivery	01/08/2010
Guided Learning Hours	25