

## Mapping of Unit Conduct the Internal Verification Process to Unit L&D 11

Unit L&D11 Internally Monitor and Maintain the Quality of Workplace Assessment (FD43 04)	Unit Conduct the Internal Verification Match	Further evidence requirements for L&D 11
<b>Performance</b> <b>What the verifier-candidate must do</b>		
<b>1 Prepare to carry out internal Quality Assurance</b> a) Prepare to monitor the quality of assessment	Task 1 Evidence Requirements will meet PC a in a non-workplace context.	Evidence of preparing to carry out internal quality assurance in a workplace context.
<b>2 Plan internal Quality Assurance</b> a) Plan monitoring activities to ensure the quality of assessment is maintained	Task 2 Evidence Requirements include monitoring by IV candidate of assessor practice which matches IV plan requirements for Unit L&D 11 – in a non-workplace context. PC a met in a non-workplace context.	IV plan for monitoring one assessor, in a workplace context, which covers the following; <ul style="list-style-type: none"> <li>• Monitoring activities appropriate to assessors' experience</li> <li>• Three assessment decisions in total</li> <li>• Candidate cohorts</li> <li>• Assessment methods</li> <li>• Assessment principles</li> <li>• VARCS</li> <li>• Assessment strategy</li> <li>• External quality assurance requirements</li> </ul>

<p><b>3 Carry out planned monitoring of the quality of assessment</b></p> <p>a) Determine whether assessment processes and systems meet and operate according to quality requirements</p> <p>b) Check that assessors meet the requirements for their role</p> <p>c) Check that assessments are planned, prepared for and carried out according to agreed procedures</p> <p>d) Check that assessment methods are safe, fair, valid and reliable</p> <p>e) Check that assessment decisions are made using specified criteria</p> <p>f) Compare assessor decisions to ensure that they are consistent</p> <p>g) Provide assessors with feedback, advice and support to help them maintain and improve their assessment practice</p>	<p>Task 2 Evidence Requirements meet PCs a – g in a non-workplace context.</p>	<p>IV records for one assessor including observation of the assessor providing feedback to their candidate.</p> <p>IV record should also include feedback to assessor which covers the following;</p> <ul style="list-style-type: none"> <li>• Advice and support to assessor</li> <li>• Agreements about any remedial action, or changes to assessment processes to ensure consistency and to inform plans for CPD activity</li> </ul>
<p><b>4 Meet appropriate External Quality Assurance requirements</b></p> <p>a) Work with others to ensure the standardisation of assessment practice and outcomes</p> <p>b) Follow agreed procedures when there are significant concerns about the quality of assessment</p> <p>c) Follow agreed procedures for the recording, storing, reporting and confidentiality of information</p>	<p>Task 3 Evidence Requirements meet PCs a and c in a non-workplace context.</p>	<p>IV records for one assessor including observation of the assessor providing feedback to their candidate.</p> <p>IV record should also include feedback to assessor which covers the following;</p> <ul style="list-style-type: none"> <li>• Advice and support to assessor</li> <li>• Agreements about any remedial action, or changes to assessment processes to ensure consistency and to inform plans for CPD activity</li> </ul> <p>Record/minutes from a standardisation meeting relating to workplace assessment.</p> <p>Endorsing statement in relation to the acceptability of the verifier candidate's work from a qualified workplace Quality Assurance practitioner.</p>

<b>Knowledge</b> <b>What the verifier-candidate must know</b>	<b>Unit V1 match</b>	<b>Further evidence requirements for L&amp;D 11</b>
<p><b>1. Prepare to carry out internal Quality Assurance</b></p> <ol style="list-style-type: none"> <li>1. The standards being assessed and the assessment/evidence requirements</li> <li><b>2. The relevant Assessment Strategy and external and internal Quality Assurance requirements</b></li> <li>3. The principles of assessment and Quality Assurance</li> <li>4. Procedures to follow when preparing for monitoring activity</li> <li>5. Agreed procedures for planning, preparing for and carrying out assessment</li> <li>6. Criteria for judging the quality of the assessment process</li> <li><b>7. Roles, responsibilities of, and requirements for, assessors/Lead IV/IVs/EVs</b></li> <li>8. Special assessment arrangements</li> <li>9. The uses, benefits and drawbacks of different assessment methods</li> <li><b>10. Legal issues, policies and procedures including those for health, safety and welfare</b></li> </ol>	<p>Task 1, point 7</p> <p>No match</p> <p>Task 1, point 5 Task 1</p> <p>No match</p> <p>Task 1, point 7</p> <p>No match</p> <p>Task 1, point 11 Task 2, point 5</p> <p>No match</p>	<p>The match is based on the Knowledge and/or Skills required for Unit Conduct the Assessment Process. Responses will relate to a non-workplace context.</p> <p>Knowledge and Understanding for Unit L&amp;D 11 must be addressed as a separate component of the Unit, i.e., cannot be met by performance. Knowledge highlighted in bold is not included in Unit V1 knowledge requirements.</p>
<p><b>2. Plan internal Quality Assurance</b></p> <ol style="list-style-type: none"> <li>1. Procedures to follow when planning monitoring activity</li> <li>2. Principles of assessment (Validity, Accuracy, Reliability, Currency, Sufficiency (VARCS))</li> <li>3. Assessment cycle — when you would use interim and final verification</li> <li>4. Principles and techniques of sampling, and their application including the appropriate use of technology</li> </ol>	<p>Task 1</p> <p>Task 1, point 5</p> <p>Task 2, evidence requirements – sampling evidence Task 2, evidence requirements – sampling evidence</p>	<p>The match is based on the Knowledge and/or Skills required for Unit Conduct the Assessment Process. Responses will relate to a non-workplace context.</p> <p>Knowledge and understanding for Unit L&amp;D 11 must be addressed as a separate component of the Unit, i.e., cannot be met by performance. Knowledge highlighted in bold is not included in Unit V1 knowledge requirements.</p>

<p>5. Quality Assurance risk management</p> <p>6. Internal Quality Assurance policies/procedures/strategy</p> <p>7. Policies, procedures and requirements re information management, data protection and confidentiality in relation to assessment and Quality Assurance</p>	<p>Task 2, evidence requirements – sampling evidence</p> <p>Task 2, evidence requirements – sampling evidence.</p> <p>No match.</p>	
<p><b>3. Carry out planned monitoring of the quality of assessment</b></p> <p>1. Assessment and Quality Assurance principles, requirements, policy and practice (Validity, Accuracy, Reliability, Accuracy, Sufficiency (VARCS))</p> <p><b>2. Agreed procedures for planning, preparing and carrying out assessment</b></p> <p><b>3. Assessor/IV roles and requirements</b></p> <p>4. Assessment specifications and risk identification and management</p> <p>5. Criteria for judging quality of assessment</p> <p>6. Methods of monitoring assessor practice and recording sampling to showing a clear audit trail</p> <p>7. Standardisation processes and how to co-ordinate and contribute to these</p> <p><b>8. Types of feedback, advice and support that assessors need and how to meet those needs</b></p> <p><b>9. Procedures to use when there are disputes and concerns about quality of assessment and</b></p>	<p>Task 1, point 5. Task 2, point 8.</p> <p>No match.</p> <p>No match.</p> <p>Task 2, evidence requirements.</p> <p>Task 2, point 9 Task 2, evidence requirements – Monitoring of assessor practice.</p> <p>Task 3, point 12.</p> <p>No match.</p> <p>No match.</p>	<p>The match is based on the Knowledge and/or Skills required for Unit Conduct the Assessment Process. Responses will relate to a non-workplace context.</p> <p>Knowledge and understanding for Unit L&amp;D 11 must be addressed as a separate component of the Unit, i.e., cannot be met by performance. Knowledge highlighted in bold is not included in Unit V1 knowledge requirements.</p>

<p><b>Quality Assurance</b></p> <p>10. Equality and Diversity issues in relation to assessment and Quality Assurance and how these should be addressed</p> <p>11. Requirements for information management, data protection and confidentiality and communication in relation to assessment and Quality Assurance</p> <p>12. Continuous Professional Development (CPD) planning and implementation including working towards national standards in assessment and verification</p>	<p>No match.</p> <p>No match.</p> <p>No match.</p>	
<p><b>4. Meet appropriate External Quality Assurance requirements</b></p> <p><b>1. External Quality Assurance requirements prior to, during and post monitoring activities</b></p> <p><b>2. Procedures to use when there are disputes and concerns about quality of assessment</b></p> <p>3. Standardisation processes and how to co-ordinate and contribute to these</p> <p>4. Methods of reporting on internal Quality Assurance and reviews of practice</p> <p><b>5. Organisation's Quality Assurance responsibilities and requirements re information management, data protection, confidentiality and communication</b></p>	<p>No match</p> <p>No match</p> <p>Task 3, point 11.</p> <p>Task 3, point 6.</p> <p>No match</p>	<p>The match is based on the Knowledge and/or Skills required for Unit Conduct the Assessment Process. Responses will relate to a non-workplace context.</p> <p>Knowledge and Understanding for Unit L&amp;D 11 must be addressed as a separate component of the Unit, i.e., cannot be met by performance. Knowledge highlighted in bold is not included in Unit V1 Knowledge Requirements.</p>