



## **ProQual Internal Quality Assurance Qualifications**

**ProQual Level 4 Award in the Internal Quality Assurance of  
Assessment Processes and Practices**

**ProQual Level 4 Certificate in Leading the Internal Quality  
Assurance of Assessment Processes and Practices**

### **Qualification Specifications**

# Contents

	<b>Page</b>
Introduction	3
Qualification aims	4
Qualification profile	
<b>ProQual Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practices</b>	5
<b>ProQual Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices</b>	6
Recognition of Prior Learning	8
Centre requirements	8
Support for candidates	8
Assessment	9
Internal quality assurance	9
Adjustments to assessment	9
Results enquiries and appeals	10
Certification	10
Learning Outcomes and Assessment Criteria	11

## Introduction

This suite of qualifications provides nationally recognised qualifications for candidates whose role involves assessing competence based units or qualifications:

- ProQual Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practices
- ProQual Level 4 Certificate in the Internal Quality Assurance of Assessment Processes and Practices

The awarding organisation for these qualifications is ProQual AB. This qualification is regulated by the Office of Qualifications and Examinations Regulation (Ofqual) and the Council for the Curriculum Examinations and Assessment (CCEA) Regulation. The Regulated Qualifications Framework (RQF) includes those qualifications regulated by Ofqual and CCEA Regulation.

These qualifications have been accredited onto the Regulated Qualifications Framework (RQF). Candidates who achieve the Level 4 Award may progress to the Level 4 Certificate or other discipline related qualifications, such as Management.

## Qualification Aims

These qualifications are aimed at those who maintain quality of assessment within organisations or assessment centres.

### Aims

- To assess knowledge and understanding of the principles and practices that underpin the internal quality assurance of assessment.
- To assess the candidate's performance in assuring the quality of assessment from within an organisation or assessment centre.
- To assess performance in leading the work of a team responsible for the internal quality assurance within an organisation or assessment centre.

## Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practices

Qualification title	<b>ProQual Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practices</b>
Ofqual qualification number	600/2163/9
Level	Level 4
Guided learning hours	90
Total qualification time	120
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual
Qualification start date	01/07/11
Qualification end date	

This qualification is appropriate for candidates who maintain the quality of assessment from within an organisation or assessment centre.

### Entry Requirements

There are no formal entry requirements for this qualification but it is recommended that candidates hold an assessor qualification, such as:

- Level 3 Award in Assessing Competence in the Work Environment, or
- Level 3 Certificate in Assessing Vocational Achievement, or
- A1 Assess candidate performance using a range of methods, or
- D32 Assess candidate performance and D33 Assess candidate using different sources of evidence.

Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

## Qualification Structure

Candidates must complete two Mandatory units.

Mandatory Units			
Unit Reference Number	Unit Title	Unit Level	GLH
T/601/5320	Understanding the principles and practices of internally assessing the quality of assessment	4	45
A/601/5321	Internally assure the quality of assessment	4	45

## Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices

Qualification title	<b>ProQual Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices</b>
Ofqual qualification number	600/2179/2
Level	Level 4
Guided learning hours	115
Total qualification time	170
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual
Qualification start date	01/07/11
Qualification end date	

This qualification is appropriate for candidates who are part of the internal quality assurance processes and who lead a team of internal quality assurance staff.

### Entry Requirements

There are no formal entry requirements for this qualification but it is recommended that candidates hold an assessor qualification, such as:

- Level 3 Award in Assessing Competence in the Work Environment, or
- Level 3 Certificate in Assessing Vocational Achievement, or
- A1 Assess candidate performance using a range of methods, or
- D32 Assess candidate performance and D33 Assess candidate using different sources of evidence.

Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

## Qualification Structure

Candidates must complete three Mandatory units.

Mandatory Units			
Unit Reference Number	Unit Title	Unit Level	GLH
T/601/5320	Understanding the principles and practices of internally assessing the quality of assessment	4	45
A/601/5321	Internally assure the quality of assessment	4	45
H/600/9674	Plan, allocate and monitor work in own area of responsibility	4	25

## Recognition of Prior Learning

Candidates may request credit for non-certificated skills, knowledge or understanding that they already possess, to avoid repetition. This is called '**recognition of prior learning**' and is the process to follow if learners can demonstrate they meet the assessment criteria of that particular unit.

## Centre Requirements

Centres must be approved to offer this qualification. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

### Staff

Staff delivering this qualification must be appropriately qualified and/or occupationally competent.

### Assessors/Internal Quality Assurance

For each competence-based unit centres must be able to provide at least one assessor and one internal quality assurance verifier who are suitably qualified for the specific occupational area. Assessors and internal quality assurance verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or verifier qualifications, such as:

- Award in Assessing Competence in the Work Environment
- Award in Assessing Vocationally Related Achievement
- Certificate in Assessing Vocational Achievement
- Award in the Internal Quality Assurance of Assessment Processes and Practices
- Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices

## Support for Candidates

Materials produced by centres to support candidates should:

- enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- provide information on where ProQual's policies and procedures can be viewed;
- provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence



## Assessment

These qualifications are competence-based, candidates must demonstrate the level of competence described in the units. The qualifications must be assessed internally assessed by an appropriately experienced and qualified assessor.

Each candidate is required to produce a portfolio of evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

- Evidence can include:
- observation report by assessor
  - assignments/projects/reports
  - professional discussion
  - witness testimony
  - candidate product
  - worksheets
  - record of oral and written questioning
  - Recognition of Prior Learning

**Learning outcomes** set out what a candidate is expected to know, understand or be able to do.

**Assessment criteria** specify the standard a candidate must meet to show the learning outcome has been achieved.

*Learning outcomes and assessment criteria are included in this document from page 11 onwards.*

## Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

## Adjustments to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements.

Centres should contact ProQual for further information or queries about the contents of the policy.

## Results Enquiries and Appeals

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

## Certification

Candidates who achieve the requirements for qualifications will be awarded:

- A certificate listing all units achieved, and
- A certificate giving the full qualification title -

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### Claiming certificates

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the requirements for a qualification. All certificates will be issued to the centre for successful candidates.

### Unit certificates

If a candidate does not achieve all of the units required for a qualification, the centre may claim a unit certificate for the candidate which will list all of the units achieved.

### Replacement certificates

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

## Learning Outcomes and Assessment Criteria

### Unit T/601/5320: Understanding the principles and practices of internally assessing the quality of assessment

The aim of this unit is to assess knowledge and understanding of the principles and practices that underpin the internal quality assurance of assessment.

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 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>

Learning Outcomes – the learner will	Assessment Criteria
<p>3. Understand techniques and criteria for monitoring the quality of assessment internally</p>	<p>3.1 Evaluate different techniques for sampling evidence of assessment, including use of technology</p>
	<p>3.2 Explain the appropriate criteria to use for judging the quality of the assessment process</p>
<p>4. Understand how to internally maintain and improve the quality of assessment</p>	<p>4.1 Summarise the types of feedback, support and advice that assessors may need to maintain and improve the quality of assessment</p>
	<p>4.2 Explain standardisation requirements in relation to assessment</p>
	<p>4.3 Explain relevant procedures regarding disputes about the quality of assessment</p>
<p>5. Understand how to manage information relevant to the internal quality assurance of assessment</p>	<p>5.1 Evaluate requirements for information management, data protection and confidentiality in relation to the internal quality assurance of assessment</p>
<p>6. Understand the legal and good practice requirements for the internal quality assurance of assessment</p>	<p>6.1 Evaluate legal issues, policies and procedures relevant to the internal quality assurance of assessment, including those for health, safety and welfare</p>
	<p>6.2 Evaluate different ways in which technology can contribute to the internal quality assurance of assessment</p>
	<p>6.3 Explain the value of reflective practice and continuing professional development in relation to internal quality assurance</p>

Learning Outcomes – the learner will	Assessment Criteria
	6.4 Evaluate requirements for equality and diversity and, where appropriate, bilingualism, in relation to the internal quality assurance of assessment

## Assessment

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

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.

## Unit A/601/5321: Internally assure the quality of assessment

The aim of this unit is to assess the IQA candidate's performance in assuring the quality of assessment from within an organisation or assessment centre.

Learning Outcomes – the learner will	Assessment Criteria
1. Be able to plan the internal quality assurance of assessment	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
	2.6 Compare assessor decisions to ensure they are consistent
3. Be able to internally maintain and improve the quality of assessment	3.1 Provide assessors with feedback, advice and support, including professional development opportunities, which help them to maintain and improve the quality of assessment

Learning Outcomes – the learner will	Assessment Criteria
	3.2 Apply procedures to standardise assessment practices and outcomes
4. Be able to manage information relevant to the internal quality assurance of assessment	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 and maintaining the quality of assessment	5.1 Apply relevant policies, procedures and legislation in relation to internal quality assurance, including those for health, safety and welfare
	5.2 Apply requirements for equality and diversity and, where appropriate, bilingualism, in relation to internal quality assurance
	5.3 Critically reflect on own practice in internally assuring the quality of assessment
	5.4 Maintain the currency of own expertise and competence in internally assuring the quality of assessment

## Assessment

Evidence for all learning outcomes must come from performance in the work environment. All learning outcomes in this unit must be assessed using methods appropriate to the candidate IQA's performance. These must include:

- 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.

There must be valid, authentic and sufficient evidence for all of 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 the candidate's performance in the work environment. There must be evidence of the candidate monitoring a minimum of two assessors, each with a minimum of two candidates of their own, through components of a qualification.



## Unit H/600/9674: Plan, allocate and monitor work in own area of responsibility

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.

Learning Outcomes – the learner will	Assessment Criteria
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

## Assessment

All learning outcomes in this unit must be assessed using methods appropriate to the candidate IQA's performance. These must include:

- 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.

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.



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