

Qualification Specification

Focus Awards Level 4 Award In the External
Quality Assurance of Assessment Processes
and Practices (RQF)

601/6153/X



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Focus Awards Level 4 Award In the External Quality Assurance of Assessment Processes and Practices (RQF)

Qualification Details

QRN: 601/6153/X

Credit: 12

GLH: 75

TQT: 120

Qualification Purpose

The Focus Awards Level 4 Award in the External Quality Assurance of Assessment Processes and Practices (RQF) qualification is intended for those who maintain the quality of assessment from outside an organisation or assessment centre, usually on behalf of an awarding organisation.

The learner will cover principles of external quality assurance, such as the function of external quality assurance and the role of an external quality assurer. The learner will also understand how to plan external quality assurance of assessment and externally evaluate the internal quality assurance of assessment. The learner will also have the opportunity to practically carry out EQA activities to demonstrate competence.

Learner Entry Requirements

There are no specific entry requirements for this qualification.

Focus Awards does not set any other entry requirements but training providers or colleges may have their own guidelines.

Age Ranges

Entry is at the discretion of the centre; however learners should be 19+ to undertake this qualification.

Geographical Coverage

This qualification has been accredited for use in England and Northern Ireland.

Reasonable Adjustments and Special Considerations

Please refer to the Focus Awards 'Focus Awards Reasonable Adjustments and Special Consideration Policy.'

Assessment Methods

The Focus Awards Level 4 in Award in the External Quality Assurance of Assessment Processes and Practice (RQF) is **internally** assessed.

Each learner is required to create portfolio of evidence which demonstrates achievement of all the learning outcomes and the assessment criteria associated with each unit.

The main pieces of evidence for the portfolio could include:

- Assessor observation – completed observational checklists on related action plans
- Witness testimony
- Learner product
- Worksheets
- Assignments / projects / reports
- Record of oral and written questioning
- Learner and peer reports
- Recognition of prior learning (RPL)

Evidence may be drawn from actual or simulated situations where appropriate and where permitted by the relevant Sector Skills Council or Sector Skills Body.

Progression Routes

Learners wishing to progress from this qualification can undertake the following qualification:

- Level 4 Award in the Understanding the External Quality Assurance of Assessment Processes and Practices
- Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice

Useful websites and supporting materials

You will find useful websites and supporting materials here:

- www.focusawards.org.uk/supportingmaterials
- www.ofqual.gov.uk

Qualification Structure/Rules of Combination

Learners must achieve a minimum of 12 credits from the two mandatory units.

| Unit Title | Unit Ref | Level | Credit | GLH |
|---|------------|-------|--------|-----|
| Mandatory unit | | | | |
| Understanding the principles and practices of externally assuring the quality of assessment | F/601/5322 | 4 | 6 | 45 |
| Externally assure the quality of assessment particular unit. | J/601/5323 | 4 | 6 | 30 |

Requirements for Tutors:

Tutors delivering the qualification will be required to hold or be working towards a teaching qualification. This may include qualifications such as the Levels 3, 4 or 5 in Education and Training, or a Certificate in Education. Focus Awards will however; consider other teaching qualifications upon submission. Tutors must also be able to demonstrate that they are occupationally competent within the sector area.

Requirements for assessors:

Assessors will be required to hold, or be working towards a relevant assessing qualification. This may include qualifications such as the Level 3 Certificate in Assessing Vocational Achievement, or the Level 3 Award in Assessing Competence in the Work Environment. Focus Awards will however; consider other relevant assessing qualifications upon submission. Trainee assessors who do not hold an assessment qualification will require their decisions to be countersigned by a suitably qualified assessor. Assessors must also be able to show they are occupationally competent within the sector area.

Requirements for Internal Quality Assurers (IQA):

Internal Quality Assurers should hold or be working towards the following an IQA qualification. This may include qualifications such as the V1 (previously D34), or the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice. Focus Awards will however; consider other relevant IQA qualifications upon submission. Trainee IQAs who do not hold an IQA qualification will require their decisions to be countersigned by a suitably qualified IQA. IQAs must be able to demonstrate occupational competence.