

Qualification Specification

Focus Awards Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices (RQF)

601/6111/5



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Contents

Qualification Details.....	Page 3
Qualification Purpose.....	Page 3
Learner Entry Requirements.....	Page 3
Age Ranges.....	Page 3
Geographical Coverage.....	Page 3
Reasonable Adjustments and Special Considerations.....	Page 3
Assessment Methods.....	Page 4
Progression Routes.....	Page 4
Useful websites and supporting materials.....	Page 4
Qualification Structure/Rules of Combination.....	Page 4
Requirements for Tutors.....	Page 5
Requirements for assessors.....	Page 5
Requirements for Internal Quality Assurers (IQA).....	Page 5

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Qualification Details

QRN: 601/6111/5

Credit: 17

GLH: 90

TQT: 170

Qualification Purpose

The Focus Awards Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (RQF) aims to provide learners with the knowledge and competency to assess individuals in the workplace.

The Focus Awards Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (RQF) is aimed at those who maintain the quality of assessment from within an organisation or assessment centre.

Learner Entry Requirements

There are no specific entry requirements for this qualification.

Age Ranges

Entry is at the discretion of the centre; however learners should be 19 to undertake the 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

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)

Simulation for this qualification is not permitted

Progression Routes

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

- Level 4 Award in Understanding the External Quality Assurance of Assessment Processes and Practice
- Level 4 Award in Externally Assuring the Quality of Assessment Processes and Practice
- 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
- Ofqual.gov.uk

Qualification Structure/Rules of Combination

To achieve the qualification learners must achieve **17 credits** from the **3 mandatory units**

Unit Title	Unit Ref	Level	GLH	Credit
Mandatory units				
Understanding the principles and practices of internally assuring the quality of assessment	T/601/5320	6	4	45

Internally assure the quality of assessment	A/601/5321	6	4	45
Plan, allocate and monitor work in own area of responsibility	H/600/9674	5	4	25

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 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.