



Qualification Specification

STA Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice

This qualification is regulated by Ofqual (England), Qualifications Wales (QW) and Council for the Curriculum, Examinations and Assessment (CCEA) (Northern Ireland)

STA Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice

Qualification Number: 600/7079/1

Unit Structure

This qualification consists of 2 mandatory units

Unit Title	Code	Unit Level	GLH
Understanding the principles and practices of internally assuring the quality of assessment	T/601/5320	4	45
Internally assure the quality of assessment	A/601/5321	4	45

GLH = guided learning hours

Total Qualification Time: 120 hours

Qualification Delivery

This qualification is delivered via distance learning. The theory elements are completed by written assignments and externally marked by an assessor. The practical elements are completed under the observation of a qualified assessor and work products.

Introduction

An Internal Quality Assurer (IQA) is responsible for maintaining the quality of assessment within a training organisation or centre. The role will involve observing training and assessing practice and giving constructive feedback with meticulous record keeping. The role requires the IQA to provide support, training and standardisation for tutors and assessors along with liaising with External Quality Assurers to ensure that a consistent standard is maintained and that assessments are conducted and assessment decisions are made in line with Awarding Organisation requirements.

Qualification Objective

The STA Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice is to enable learners to maintain the quality of assessment within their organisation or centre.

Target Learners

This qualification is intended for learners who are currently undertaking a quality assurance role within their organisation or centre and need to ensure assessment conduct and decisions are valid and reliable.

Progression

Once qualified learners may wish to develop their knowledge and skills by leading a team of quality assurers by gaining the Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice.

Alternatively, learners may wish to move onto an external quality assurance role on behalf of an awarding organisation by completing the Level 4 Award in the External Quality Assurance of Assessment Processes and Practice.

Industry Standards

The STA Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice is underpinned by the learning and development National Occupational Standard 11 – internally monitor and maintain the quality of assessment and the Education and Training Foundation (ETF).

Entry Requirements

Pre-requisites:

- Be 19 years of age
 - Hold appropriate qualification(s) in the chosen discipline
 - Provide a portfolio of evidence demonstrating current technical expertise in chosen discipline
 - Provide an up to date CV, showing occupational competence in the technical discipline chosen.
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Special Considerations and Reasonable Adjustments Policies

For further information on these, please refer to the policies section on the Safety Training Awards website:

<https://www.safetytrainingawards.co.uk/policies/>

Awarding Organisation Policies

A full list of awarding organisation policies are available on the website:

<https://www.safetytrainingawards.co.uk>

Any Other Requirements

The trainee Internal Quality Assurer must have access to a minimum of two assessors, each with two learners to carry out the internally assure the quality of assessment unit. Simulation is not permitted.

Grading Format

Competent / Not competent

Assessment Methods

The theory unit - Understanding the principles and practices of internally assuring the quality of assessment is assessed by the completion of written assignments which are then marked by a suitably qualified assessor. Professional discussion can take place to support information provided. Incorrect or insufficient answers can be corrected and re-submitted.

The practical unit – Internally assure the quality of assessment is assessed through the observation of practice and work products from the monitoring of a minimum of two assessors each with a minimum of two learners. Questions can be asked of the learner during the observation to confirm understanding.

All learning outcomes and assessment criteria in the units must be achieved in order for the learner to be deemed competent and pass the qualification.

Assessor Requirements

All assessors must have the skills, knowledge and experience to be able to assess this qualification. Each assessor is required to hold the following:

- Already hold the qualification (or previous equivalent qualification) they are assessing
- Have up-to-date working knowledge and experience of best practice in assessment and quality assurance
- Hold one of the following assessor qualifications or their recognised equivalent:
 - Level 3 Award in Assessing Competence in the Work Environment
 - Level 3 Certificate in Assessing Vocational Achievement
 - A1 Assess candidate performance using a range of methods
 - D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence
- Show current evidence of continuing professional development in assessment and quality assurance.

Internal Quality Assurance Requirements

All Internal Quality Assurers must have the skills, knowledge and experience to be able to internally quality assure this qualification. Each Internal Quality Assurer is required to hold the following:

- Have up-to-date working knowledge and experience of best practice in assessment and quality assurance
- Hold one of the following assessor qualifications or their recognised equivalent:
 - 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 differing sources of evidence
- Hold one of the following internal quality assurance qualifications or their recognised equivalent:
 - Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice, or
 - Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice, or
 - V1 Conduct internal quality assurance of the assessment process, or
 - D34 Internally verify the assessment process
- Show current evidence of continuing professional development in assessment and quality assurance.

Resource Requirements

- Studying for the STA Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
- Study Skills Guide
- The Vocational Assessor Handbook by Ros Ollin and Jenny Tucker with Ian Greer.