



## Qualification Specification

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

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## This qualification is regulated by Ofqual (England)

### 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

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#### 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.

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## 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.

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## 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.

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## 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.

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## 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/>

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## Awarding Organisation Policies

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

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

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## 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

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## 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.

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## 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

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- 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.

## Unit Specification

Unit Title	Understanding the principles and practices of internally assuring the quality of assessment
Learning Outcomes	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 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 activities, including: <ul style="list-style-type: none"> <li>• Information collection</li> <li>• Communications</li> <li>• Administrative arrangements; and</li> <li>• Resources</li> </ul>
3. Understand techniques and criteria for monitoring the quality of assessment internally	3.1 Evaluate different techniques for sampling evidence of assessment, including use of technology 3.2 Explain the appropriate criteria to use for judging the quality of the assessment process
4. Understand how to internally maintain and improve the quality of assessment	4.1 Summarise the types of feedback, support and advice that assessors may need to maintain and improve the quality of assessment 4.2 Explain standardisation requirements in relation to assessment 4.3 Explain relevant procedures regarding disputes about the quality of assessment.
5. Understand how to manage information relevant to the internal quality assurance of assessment	5.1 Evaluate requirements for information management, data protection and confidentiality in relation to the internal quality assurance of assessment
6. Understand the legal and good practice requirements for the internal quality assurance of assessment	6.1 Evaluate legal issues, policies and procedures relevant to the internal quality assurance of assessment, including those for health, safety and welfare 6.2 Evaluate different ways in which technology can contribute to the internal quality assurance of assessment 6.3 Explain the value of reflective practice and continuing professional development in relation to internal quality assurance 6.4 Evaluate requirements for equality and diversity and, where appropriate, bilingualism, in relation to the internal quality assurance of assessment.

## Unit Specification

Unit Title	Internally assure the quality of assessment	
Learning Outcomes	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
	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