



FAQ LEVEL 4 CERTIFICATE IN

LEADING THE INTERNAL QUALITY ASSURANCE OF ASSESSMENT PROCESSES AND PRACTICE

EVIDENCE LOGBOOK

QN: **501/2177/7**

Qualification Reference: **L4CLIQAAPP**



FutureQuals[®]



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Assessment Principles

1. Assessment Principles

Please refer to the FutureQuals website (<https://www.futurequals.com/>) for the current version of the Assessment Principles and the latest version of the qualification specification for any specific Assessment Principles relating to this qualification.

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Component 1: Internally assure the quality of assessment

Component Reference Number: A/601/5321

Level: 4

Credit: 6

GL: 45

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
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 the planning and preparation of assessment processes			
2.3 Determine whether assessment methods are safe, fair, valid and reliable			
2.4 Determine whether assessment decisions are made using the specified criteria			

2.5 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 internal 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			

Learner declaration of authenticity:

I declare that the work presented for this component is entirely my own work.

Learner signature:

Date:

Assessor sign off of completed component:

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name:

Signature:

Date:

Component 2: Understanding the Principles and Practices of Internally Assuring the Quality of Assessment

Component Reference Number: T/601/5320

Level: 4

Credit: 6

GL: 45

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
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"> • information collection • communications • administrative arrangements • resources 			
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

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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

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6.2 Evaluate different ways in which technology can contribute to the internal quality assurance of assessment

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6.3 Explain the value of reflective practice and continuing professional development in relation to internal quality assurance

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6.4 Evaluate requirements for equality and diversity and, where appropriate, bilingualism, in relation to the internal quality assurance of assessment

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Learner declaration of authenticity:
 I declare that the work presented for this component is entirely my own work.

Learner signature: _____ Date: _____

Assessor sign off of completed component:

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name:

Signature:

Date:

Component 3: Plan, Allocate and Monitor Work in own Area of Responsibility

Component Reference Number: H/600/9674

Level: 4
Credit: 5
GL: 25

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
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.			

Learner declaration of authenticity:

I declare that the work presented for this component is entirely my own work.

Learner signature:

Date:

Assessor sign off of completed component:

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name:

Signature:

Date:

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

Summary of Achievement

Learner Name		FutureQuals Learner Number	
Centre Name		Centre Number	

Component Number	Component Title	Credits	Date Verified	Learner Signature	Assessor Signature	IQA Signature	EQA Signature
A/601/5321	Internally assure the quality of assessment						
T/601/5320	Understanding the principles and practices of internally assuring the quality of assessment						
H/600/9674	Plan, allocate and monitor work in own area of responsibility						

Competence has been demonstrated in all the components recorded above using the required assessment procedures and the specified conditions/contexts. The evidence meets the requirements for validity, authenticity, currency, reliability and sufficiency.

Internal Quality Assurer Signature

Date

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