



FAQ LEVEL 4 CERTIFICATE IN

LEADING THE INTERNAL QUALITY ASSURANCE OF ASSESSMENT PROCESSES AND PRACTICE

OVERVIEW SPECIFICATION

Qualification Number: **501/2177/7**

Qualification Reference: **L4CLIQAAPP**



FutureQuals[®]



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Document Details and Version History

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New Version Number	Date Amended	Section/Page Number Amended	Details of Amendment(s)

Introduction

Introduction to FutureQuals

FutureQuals is a forward-thinking, Learner-centric and customer-focused awarding and end-point assessment organisation committed to excellence.

Our Values

Visionary | Supportive | Innovative | Professional

Our Vision

“We envisage a place in which every Learner achieves their full potential.”

Our Mission

“To provide Learners, Centres and Organisations with respected, valued, inclusive and quality-assured qualifications and assessments.”

Recognised to offer regulated qualifications in England, Wales, Northern Ireland, and accredited qualifications in Scotland, FutureQuals provides approved Centres with specialist, progressive qualifications.

FutureQuals is recognised to deliver high-quality apprenticeship end-point assessment for employers and training providers in England.

A full list of our qualifications and end-point assessments can be found on our website: <https://www.futurequals.com>

Introduction to Qualification Specification

Welcome to the **FAQ Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice** Overview Qualification Specification.

The aim of this overview qualification specification is to outline the qualification requirements and provide guidance to FutureQuals Centres regarding the administration, delivery and assessment of this qualification. It is recommended that you study this specification in detail, becoming fully conversant with the procedures and accompanying documents, including the full qualification specification, which contains detailed Component criteria and assessment information.

Publication Information

Every effort has been made to ensure that the information contained in this document is true and correct at the time of publication. However, FutureQuals products and services are subject to continuous development and improvement. We, therefore, reserve the right to change these products and services from time to time. FutureQuals cannot accept liability for any loss or damage incurred from the use of information in this publication.

Any changes and updates will be documented in the version history of this specification.

Qualification Information

Qualification Title:	FAQ Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
Qualification Level:	4
Qualification Product Code:	L4CLIQAAPP
Qualification Number:	501/2177/7
Qualification Type:	RQF
Regulated by:	Ofqual and CCEA

Purpose and Aims

The purpose of the **FAQ Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice** is to provide Learners with the skills, knowledge, and understanding relating to the internal quality assurance of the assessment processes, incorporating management theories.

This qualification forms part of the FutureQuals Education, Training and Assessing Suite.

Qualification Size and Registration Length

Minimum credits required to achieve this qualification: **17**

Guided Learning (GL) for this qualification: **115 hours**

Total Qualification Time for this qualification (TQT): **170 hours**

Registration Length: **1 year**

Qualification Fees

Please visit our website for information on registration fees, applicable assessment resit fees or to view our *Fees and Pricing Policy*.

Funding Information

The **FAQ Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice** may be eligible for public funding, as determined by the Department for Education (DfE) and the Department for the Economy in Northern Ireland.

For information regarding potential sources of funding, please contact your local funding office.

Qualification Structure - Components, Rules of Combination and Requirements

To achieve the **FAQ Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice**, Learners must meet the rules of combination and follow all guidance relating to barred Components and Component order.

Group M - Mandatory Components					
Component Number	Component Reference	Component Name	Credit Value	GLH	Component Level
1	T/601/5320	Understanding the principles and practices of internally assuring the quality of assessment	6	45	4
2	A/601/5321	Internally assure the quality of assessment	6	45	4
3	H/600/9674	Plan, allocate and monitor work in own area of responsibility	5	25	4

Rules of Combination - Learners must achieve all Components in *Group M - Mandatory Components*.

Qualification Assessment

The purpose of assessment is to ensure that effective learning has taken place and to provide Learners with the opportunity to present evidence demonstrating how they have met the learning outcomes and assessment criteria.

Method of Assessment

Method of assessment:

- Oral Examination
- Portfolio of Evidence
- Practical Demonstration/Assignment
- Written statements or answers by the Learner Internal Quality Assurer (IQA)
- Oral statements or answers by the Learner Internal Quality Assurer (IQA)
- Discussions between the Learner IQA and their own assessor
- Assignments
- Projects
- Observation of performance
- Examining products of work
- Questioning

The following assessment materials, developed by FutureQuals, **must** be used for assessment of the **FAQ Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice**:

- *FAQ Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice Evidence Log*

This qualification is internally assessed and internally quality assured by Centre staff and externally quality assured by FutureQuals External Quality Advisors (EQAs).

Detailed information relating to Component-specific assessments and assessment methods for the **FAQ Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice** can be found within the relevant Component specification of the full qualification specification.

All evidence produced by the Learner must be their own.

Assessment Principles

FutureQuals will always publish Assessment Principles, whether they have been developed by a Sector Skills Council (SSC) or are FutureQuals' own. The latest version of the generic FutureQuals Assessment Principles is available on the FutureQuals website and should be used in conjunction with any qualification-specific Assessment Principles.

You can view the *FutureQuals Assessment Principles* here:

<https://www.futurequals.com/assets/AssessmentPrinciples.pdf>

Any qualification-specific assessment principles and requirements are either reproduced in this specification or set out in the external guidance referenced in this specification.

The **FAQ Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice** must be assessed according to the *FutureQuals Assessment Principles* and [The Education and Training Foundation Qualification Guidance](#).

Grading

The overall qualification is graded as a Pass or Fail.

Qualification Resources

Learning Resources, Assessments and Sample Assessments

In support of delivering the **FAQ Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice**, FutureQuals has created the following resources:

- *FAQ Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice Overview Qualification Specification*
- *FAQ Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice Full Qualification Specification*
- *FAQ Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice Evidence Log*

The Head of Centre (and staff authorised by the HoC) at Centres approved to deliver this qualification will be provided with access to a SharePoint folder containing the full qualification specification and the evidence log.

Learner Requirements and Information

Entry Requirements

Learners must:

- be 18 years of age (or older) on the first day of teaching

There are no formal qualification entry requirements that Learners must complete prior to completing the qualification. Learners will, however, need to have minimum core skills in literacy, numeracy and ICT to successfully complete the qualification. Initial assessment of minimum core skills may be carried out for all Learners commencing the qualification.

Reasonable Adjustments and Special Considerations

We are committed to improving access for Learners with disabilities and other difficulties, without compromising assessment.

Further details are provided in the *Reasonable Adjustments and Special Considerations Policy*, which can be found on the FutureQuals website.

Identification Requirements

It is a Centre's responsibility to confirm the identity of a Learner as part of its registration process, and for any online assessments.

The following are acceptable examples of proof of a Learner's identity:

- a valid passport (any nationality)
- a national identity card issued by an EU country
- a Gibraltar identity card
- a signed UK photocard driving licence
- a valid warrant card issued by HM Forces or the Police
- other photographic ID card, e.g., employee ID card (must be current employer), student ID card or a travel card

Learner Authenticity

It is a regulatory requirement that assessment evidence is authenticated as the work of the named Learner. Therefore, FutureQuals requires that a declaration of authenticity is signed by the Learner for each assessment submitted (this includes e-portfolio systems). If an assessment is conducted online through the XAMS Platform, Learners will also be asked to declare that the assessment attempt is their own.

If a Centre uses their own pre-approved version of a FutureQuals evidence log, the same information must be captured as in the FutureQuals-issued evidence log, i.e., the assessment method, evidence reference, the Assessor's decision (including the signature and date to evidence completion of assessment) and the Learner's declaration of authenticity. The Learner must sign and date the declaration.

Recognition of Prior Learning (RPL)

RPL is a method of assessing and validating learning, achievement or credit that considers whether a Learner can demonstrate that they meet the assessment requirements for a Component. This may be through knowledge, understanding or skills they already possess.

Provided the assessment requirements of a given Component or qualification have been met, the use of RPL is acceptable for the achievement of a Component(s) or a whole qualification. For further information, Centres should refer to the *FutureQuals Recognition of Prior Learning Policy*, which can be found on the FutureQuals website.

Certificate Verification

All our paper certificates and e-certificates now contain a unique QR code, either printed or embedded.

The authenticity of a certificate can be securely verified using the FutureQuals Secure Online Verification Service, which can be accessed via our website or by following this direct link:

<https://qmis.futurequals.com/Certification/CertificateValidator/FindCertificateToValidate>

Requalification

Once awarded, the **FAQ Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice** certificate does not have a specific period of validity. However, as an evolving subject area, periodically retaking the qualification will help to ensure that individuals are working with the most up-to-date information.

Progression Opportunities

This qualification can support progression onto further learning by undertaking a range of Level 4 or higher qualifications including management.

Centre Requirements and Information

Legal Requirements

Approved Centres are responsible for ensuring that:

- the learning environment is safe for all Learners; risk assessments are in place and that health and safety is responsibly managed
- all aspects of GDPR are met
- Learners are able to progress in a respectful environment, free from bullying and harassment
- all safeguarding requirements are met
- all Learners are told how to find and use their Centre's safeguarding, data protection, equality and diversity and appeals policies/processes/procedures.

Workforce Requirements

In order to deliver, assess and quality assure the **FAQ Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice**, Centres must first have applied for, and received, approval to offer the qualification.

Centres must have in place appropriately experienced and qualified staff. This includes Tutors, Assessors, Invigilators and Internal Quality Assurers (IQAs). All workforce requirements can be found in [The Education and Training Foundation Qualification Guidance](#).

Component Specifications – Mandatory Components

Component 1: Understanding the Principles and Practices of Internally Assuring the Quality of Assessment

Component Reference Number: T/601/5320

Credit Value: 6

GL: 45 hours

Level: 4

Component Summary

The purpose of this Component is to assess a Learner's knowledge of the principles and practices of quality assurance in a learning and development context.

Relationship to Apprenticeship Standards/Certificate/National Occupational Standards

Learning and Development NOS Standard 11: Internally monitor and maintain the quality of assessment.

Assessment Guidance

This Component is internally assessed and internally quality assured by Centre staff and externally quality assured by FutureQuals External Quality Advisors (EQAs).

All learning outcomes in this Component must be assessed using methods appropriate to the assessment of knowledge and understanding. In gathering evidence, an unqualified trainee IQA is not allowed to internally quality assure the work of another unqualified IQA.

Evidence for this Component could take the form of:

- Written statements or answers by the Learner Internal Quality Assurer (IQA)
- Oral statements or answers by the Learner Internal Quality Assurer (IQA)
- Discussions between the Learner IQA and their own assessor
- Assignments
- Projects

There must be valid, authentic and sufficient evidence for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Learning Outcomes and Assessment Criteria

Learning Outcome - The Learner will:	Areas Covered:
1. Understand the context and principles of internal quality assurance	Internal quality assurance in learning and development
	Key concepts and principles
	Roles of Practitioners
	Regulations and requirements
2. Understand how to plan the internal quality assurance of assessment	Importance of planning and preparing
	Content of plan
	Preparations for internal quality assurance
3. Understand techniques and criteria for monitoring the quality of assessment internally	Techniques for sampling evidence of assessment
	Criteria for judging assessment process
4. Understand how to internally maintain and improve the quality of assessment	Types of feedback, support and advice for Assessors
	Standardisation requirements
	Procedures regarding assessment disputes
5. Understand how to manage information relevant to the internal quality assurance of assessment	Information management, data protection and confidentiality
6. Understand the legal and good practice requirements for the internal quality assurance of assessment	Legal issues, policies and procedures
	Contribution of technology
	Reflective practice and CPD
	Equality, diversity and bilingualism

Component 2: Internally Assure the Quality of Assessment

Component Reference Number: A/601/5321

Credit Value: 6

GL: 45 hours

Level: 4

Component Summary

The purpose of this Component is to assess a Learner IQA's competence in assuring the quality of assessment from within an assessment centre or organisation.

Relationship to Apprenticeship Standards/Certificate/National Occupational Standards

Learning and Development NOS Standard 11: Internally monitor and maintain the quality of assessment.

Assessment Guidance

This Component is internally assessed and internally quality assured by Centre staff and externally quality assured by FutureQuals External Quality Advisors (EQAs).

Evidence for all learning outcomes must come from performance in the work environment. All learning outcomes in this unit must be assessed using methods appropriate to the Learner IQA's performance.

These must include:

- Observation of performance
- Examining products of work
- Questioning

Direct evidence of this kind may be supplemented, where necessary, by discussion, reflective accounts or witness testimony. Simulations are not allowed.

In gathering evidence, an unqualified Trainee IQA is not allowed to internally quality assure the work of another unqualified IQA. Primary evidence for the learning outcomes and assessment criteria must come from the Learner monitoring and quality assuring the work of two Assessors, each with a minimum of two Learners of their own through components of a qualification.

There must be valid, authentic and sufficient evidence for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Learning Outcomes and Assessment Criteria

Learning Outcome - The Learner will:	Areas Covered:
1. Be able to plan the internal quality assurance of assessment	Plan monitoring activities
	Arrangements for internal monitoring activities
2. Be able to internally evaluate the quality of assessment	Internal monitoring activities
	Evaluate assessor expertise and competence
	Evaluate planning and preparation
	Determine assessment method validity
	Assessment decisions and specified criteria
	Compare assessor decisions
3. Be able to internally maintain and improve the quality of assessment	Assessor feedback, advice and support
	Standardisation procedures
4. Be able to manage information relevant to the internal quality assurance of assessment	Recording, storing and reporting information
	Maintaining confidentiality
5. Be able to maintain legal and good practice requirements when internally monitoring and maintaining the quality of assessment	Policies, procedures and legislation
	Equality, diversity and bilingualism
	Reflect on own practice
	Maintain expertise and competence

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

Component Reference Number: H/600/9674

Credit Value: 5

GL: 25 hours

Level: 4

Component Summary

This Component helps Learners to plan, allocate and monitor work in own area of responsibility, and make any necessary changes to original work plans. The aim of this Component is to assess performance in leading the work of a team responsible for the internal quality assurance of an organisation or assessment centre.

Relationship to Apprenticeship Standards/Certificate/National Occupational Standards

MSC D6 Allocate and monitor the progress and quality of work in your area of responsibility.

Assessment Guidance

This Component is internally assessed and internally quality assured by Centre staff and externally quality assured by FutureQuals External Quality Advisors (EQAs).

All learning outcomes in this unit must be assessed using methods appropriate to the candidate's performance. These must include:

- Observation of performance
- Examining products of work
- Questioning

Direct evidence of this kind may be supplemented, where necessary, by professional discussion, reflective accounts or witness testimony. Evidence for this Component must come from co-ordinating the work of a team of IQAs in the work environment.

There must be valid, authentic and sufficient evidence for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Simulations are not allowed.

Learning Outcomes and Assessment Criteria

Learning Outcome - The Learner will:	Areas Covered:
1. Be able to produce a work plan for own area of responsibility	Work context
	Skills base and resource availability
	Team priorities and success criteria
	Planning work
2. Be able to allocate and agree responsibilities with team members	Team responsibilities for work activities
	Agree responsibilities and objectives
3. Be able to monitor the progress and quality of work in own area of responsibility and provide feedback	Monitor progress and work quality
	Evaluate progress and provide feedback
4. Be able to review and amend plans of work for own area of responsibility and communicate changes	Review and amend work plans
	Communicating changes

Enquiries

Contact Us

Any enquiries relating to this qualification should be addressed to:

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Feedback

Your feedback is very important to us. We're always open to suggestions for enhancing and improving our services, products and systems.

Please email us at AO@futurequals.com or call us on 01530 836662.



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