



## Qualification Specification

Highfield Level 4 Award in Understanding the  
Internal Quality Assurance of Assessment  
Processes and Practice (RQF)

Qualification Number: 600/3970/X

Highfield Level 4 Award in the Internal Quality  
Assurance of Assessment Processes and Practice  
(RQF)

Qualification Number: 600/3971/1

Highfield Level 4 Certificate in Leading the  
Internal Quality Assurance of Assessment  
Processes and Practice (RQF)

Qualification Number: 600/3969/3

Version 1.2 July 2017

## Contents

Introduction .....	3
Qualification regulation and support.....	3
Qualification overview and objective .....	4
Entry requirements.....	4
Geographical coverage .....	4
Assessor requirements .....	5
Internal quality assurance (IQA) requirements .....	6
Mapping to National Occupational Standards (NOS).....	6
Reasonable adjustments and special considerations.....	7
ID requirements .....	7
Progression opportunities.....	7
Useful websites .....	7
Appendix 1: Qualification structure.....	8
Appendix 2: Qualification content.....	9
Appendix 3: Sample assessment material.....	17

## Introduction

This qualification specification is designed to outline all you need to know to offer this qualification at your centre. If you have any further questions, please contact your account manager

## Qualification regulation and support

The Highfield Level 4 Internal Quality Assurance qualifications have been developed and are awarded by Highfield Qualifications and sit on the Regulated Qualifications Framework (RQF). The RQF is a qualification framework regulated by Ofqual and CCEA Regulation. The qualification is also regulated by Qualifications Wales.

## Key Facts

### Highfield Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice (RQF)

QAN:	600/3970/X
Learning Aim Reference:	6003970X
Credit Value:	6
Guided learning hours (GLH):	45
Total qualification time (TQT):	60
Assessment Method:	Portfolio of evidence

### Highfield Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (RQF)

QAN:	600/3971/1
Learning Aim Reference:	60039711
Credit Value:	12
Guided learning hours (GLH):	90
Total qualification time (TQT):	120
Assessment Method:	Portfolio of evidence

### Highfield Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (RQF)

QAN:	600/3969/3
Learning Aim Reference:	60039693
Credit Value:	17
Guided learning hours (GLH):	115
Total qualification time (TQT):	170
Assessment Method:	Portfolio of evidence

## Qualification overview and objective

### **Highfield Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice (RQF)**

This qualification is intended for those who wish to gain an understanding of the principles and practices of internal quality assurance without any requirement to practice. The objective of the qualification is to support a role in the workplace, or to prepare learners to progress to a qualification in the same subject area but at a higher level or where more specific knowledge, skills and understanding is required.

### **Highfield Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (RQF)**

This qualification is intended for those who maintain and improve the quality of assessment from within an organisation or assessment centre. The objective of the qualification is to support a role in the workplace.

### **Highfield Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (RQF)**

This qualification is intended for those who lead a team of internal quality assurance staff. The objective of the qualification is to support a role in the workplace.

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## Entry requirements

In order to complete this qualification, learners are required to:

- Be a minimum of 19 years of age

It is recommended that learners hold one of the following qualifications prior to enrolling:

- 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/D33 assess candidates performance/assess candidates using a different range of methods

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## Geographical coverage

These qualifications are suitable for learners in England, Wales or Northern Ireland.

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## Guidance on delivery

The total qualification time and guided learning hours for these qualifications are listed in the key facts section on page 3 of this qualification specification.

TQT is an estimate of the total number of hours it would take an average learner to achieve and demonstrate the necessary level of attainment to be awarded with a qualification, both under direct supervision (forming guided learning hours) and without supervision (all other time). TQT and GLH values are advisory and assigned to a qualification as guidance.

## Guidance on assessment

These qualifications are assessed by a portfolio of evidence, which will cover all assessment criteria contained within the units stipulated in the rules of combination for each qualification. These portfolios must be internally assessed and quality assured by the Centre.

Highfield has worked with subject matter experts to provide supporting assessment paperwork for Centres to use. If you wish to use alternative paperwork, this must be sent to Highfield for approval prior to commencement of the course.

The Assessment Guidance for Awarding Organisations can be found on the HABC website. Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

There is no requirement for each unit to be assessed separately. Assessors are advised to adopt a holistic approach and, where possible, to use one activity as evidence for learning outcomes and assessment criteria for both units. For example, a professional discussion for the unit *Internally assure the quality of assessment* might also provide some evidence for the unit *Understanding the principles and practices of internally assuring the quality of assessment*. However, it is essential that evidence for the assessment criteria in each unit is also identified individually.

**Please note: Remote observation is not acceptable for assessment of IQA's.**

**Important Note: Please see specific individual unit requirements detailed in Appendix 2.**

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## Guidance on quality assurance

Highfield requires centres to have in place a robust mechanism for internal quality assurance of training delivery and internal assessment processes. Internal quality assurance must be completed by an appropriately qualified person and that person must not have been involved in any aspect of the delivery or assessment of the course they are quality assuring.

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## Recognition of prior learning (RPL)

Centres may apply to use recognition of prior learning or prior achievement to reduce the amount of time spent in preparing the learner for assessment.

For further information on how centres can apply to use RPL as described above, please refer to the Recognition of Prior Learning (RPL) policy in the members' area of the HABC website. This policy should be read in conjunction with this specification and all other relevant HABC documentation.

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## Assessor requirements

Highfield Qualifications requires nominated assessors for this qualification to meet the following:

- hold the qualification (or previous equivalent qualification) they are assessing and have successfully assessed learners for other qualifications; if assessing quality assurance roles, they must have experience as a qualified quality assurance practitioner of carrying out internal or external quality assurance of qualifications for a minimum of two assessors
- have up-to-date working knowledge and experience of best practice in assessment and quality assurance

- hold one of the following qualifications or their recognised equivalent:
    - the Level 3 Award in Assessing Competence in the Work Environment *or*
    - the 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.
  - show current evidence of continuing professional development in assessment and quality assurance.
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### Internal quality assurance (IQA) requirements

Highfield Qualifications requires internal quality assurers for this qualification to meet 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:
    - the Level 3 Award in Assessing Competence in the Work Environment, *or*
    - the 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:
    - the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice, *or*
    - the 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.
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### Mapping to National Occupational Standards (NOS)

These qualifications relate to NOS LSILADD11 Internally monitor and maintain the quality of assessment.

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## Reasonable adjustments and special considerations

Highfield Qualifications has measures in place for learners who require additional support. Please refer to Highfield Qualifications' Reasonable Adjustments Policy for further information/guidance.

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## ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is indeed the person they are claiming to be. All centres are therefore required to ensure that each learner's identification is checked before they undertake the assessment. Highfield Qualifications recommends the following as proof of a learner's identity:

- a valid passport (any nationality)
- a signed UK photocard driving licence
- a valid warrant card issued by HM forces or the police
- another photographic ID card, e.g. employee ID card, student ID card, travel card etc.

If a learner is unable to produce any of the forms of photographic identification listed above, a centre may accept another form of identification containing a signature, for example, a credit card. Identification by a third-party representative, such as a line manager, human resources manager or invigilator, will also be accepted.

**For more information on learner ID requirements, please refer to Highfield Qualifications' Core Manual.**

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## Progression opportunities

On successful completion of this qualification, learners may wish to continue their development by undertaking one of the following qualifications:

- Highfield Level 4 Award In Understanding the External Quality Assurance of Assessment Processes and Practice (RQF)
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## Useful websites

- [www.et-foundation.co.uk/](http://www.et-foundation.co.uk/)
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## Appendix 1: Qualification structure

### Highfield Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice (RQF)

Learners are required to successfully complete **one** mandatory unit totaling 6 credits:

Unit reference	Unit title	Level	GLH	Credit
T/601/5320	Understanding the principles and practices of internally assuring the quality of assessment	4	45	6

### Highfield Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (RQF)

Learners are required to successfully complete **two** mandatory units totaling 12 credits:

Unit reference	Unit title	Level	GLH	Credit
T/601/5320	Understanding the principles and practices of internally assuring the quality of assessment	4	45	6
A/601/5321	Internally assure the quality of assessment	4	45	6

### Highfield Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (RQF)

Learners are required to successfully complete **three** mandatory units totaling 17 credits:

Unit reference	Unit title	Level	GLH	Credit
T/601/5320	Understanding the principles and practices of internally assuring the quality of assessment	4	45	6
A/601/5321	Internally assure the quality of assessment	4	45	6
H/600/9674	Plan, allocate and monitor work in own area of responsibility	4	25	5



## Appendix 2: Qualification content

### Unit 1: Understanding the principles and practices of internally assuring the quality of assessment

Unit number: T/601/5320  
 Credit: 6  
 GLH: 45  
 Level: 4

#### Unit Introduction

The aim of this unit is to assess knowledge and understanding of the principles and practices that underpin the internal quality assurance of assessment.

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
<b>1. Understand the context and principles of internal quality assurance</b>	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
<b>2. Understand how to plan the internal quality assurance of assessment</b>	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"> <li>• information collection</li> <li>• communications</li> <li>• administrative arrangements</li> <li>• resources</li> </ul>

<p><b>3. Understand techniques and criteria for monitoring the quality of assessment internally</b></p>	<p>3.1 Evaluate different techniques for sampling evidence of assessment, including use of technology</p> <p>3.2 Explain the appropriate criteria to use for judging the quality of the assessment process</p>
<p><b>4. Understand how to internally maintain and improve the quality of assessment</b></p>	<p>4.1 Summarise the types of feedback, support and advice that assessors may need to maintain and improve the quality of assessment</p> <p>4.2 Explain standardisation requirements in relation to assessment</p> <p>4.3 Explain relevant procedures regarding disputes about the quality of assessment</p>
<p><b>5. Understand how to manage information relevant to the internal quality assurance of assessment</b></p>	<p>5.1 Evaluate requirements for information management, data protection and confidentiality in relation to the internal quality assurance of assessment</p>
<p><b>6. Understand the legal and good practice requirements for the internal quality assurance of assessment</b></p>	<p>6.1 Evaluate legal issues, policies and procedures relevant to the internal quality assurance of assessment, including those for health, safety and welfare</p> <p>6.2 Evaluate different ways in which technology can contribute to the internal quality assurance of assessment</p> <p>6.3 Explain the value of reflective practice and continuing professional development in relation to internal quality assurance</p> <p>6.4 Evaluate requirements for equality and diversity and, where appropriate, bilingualism, in relation to the internal quality assurance of assessment</p>

<p><b>Additional unit guidance</b></p>
<p>All learning outcomes must be assessed using methods appropriate to the assessment of knowledge and understanding.</p>

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.

## Unit 2: Internally assure the quality of assessment

Unit number: A/601/5321

Credit: 6

GLH: 45

Level: 4

### Unit Introduction

The aim of this unit is to assess the trainee IQA's performance in assuring the quality of assessment from within an organisation or assessment centre.

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
<b>1. Be able to plan the internal quality assurance of assessment</b>	1.1 Plan monitoring activities according to the requirements of own role 1.2 Make arrangements for internal monitoring activities to assure quality
<b>2. Be able to internally evaluate the quality of assessment</b>	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
<b>3. Be able to internally maintain and improve the quality of assessment</b>	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

<p><b>4. Be able to manage information relevant to the internal quality assurance of assessment</b></p>	<p>4.1 Apply procedures for recording, storing and reporting information relating to internal quality assurance</p> <p>4.2 Follow procedures to maintain confidentiality of internal quality assurance information</p>
<p><b>5. Be able to maintain legal and good practice requirements when internally monitoring and maintaining the quality of assessment</b></p>	<p>5.1 Apply relevant policies, procedures and legislation in relation to internal quality assurance, including those for health, safety and welfare</p> <p>5.2 Apply requirements for equality and diversity and, where appropriate, bilingualism, in relation to internal quality assurance</p> <p>5.3 Critically reflect on own practice in internally assuring the quality of assessment</p> <p>5.4 Maintain the currency of own expertise and competence in internally assuring the quality of assessment</p>

**Additional unit guidance**

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

- observation of performance;
- examining products of work; and
- questioning.

Direct evidence of this kind may be supplemented, where necessary, by professional discussion, reflective accounts or witness testimony.

Simulations are not allowed.

**Remote observation is not acceptable for assessment of IQAs;** in other words, the assessor and the trainee IQA must be in the same location at the same time when observations are being carried out.

There must be valid, authentic and sufficient evidence for all the assessment criteria. Holistic assessment is encouraged and one piece of evidence may be used to meet the requirements of more than one assessment criterion.

Evidence must come from the trainee IQA’s performance in the work environment.

There must be evidence of the trainee IQA monitoring a minimum of two assessors, each with a minimum of two learners of their own, through components of a qualification.

### Unit 3: Plan, allocate and monitor work in own area of responsibility

Unit number: H/600/9674  
 Credit: 5  
 GLH: 25  
 Level: 4

#### Unit Introduction

The aim of this unit is to assess performance when leading the work of a team of IQA staff who are responsible for the internal quality assurance within an organisation or assessment centre.

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
<b>1. Be able to produce a work plan for own area of responsibility</b>	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
<b>2. Be able to allocate and agree responsibilities with team members</b>	2.1 Identify team members' responsibilities for identified work activities 2.2 Agree responsibilities of SMART (Specific, Measureable, Achievable, Realistic and Time-bound) objectives with team members
<b>3. Be able to monitor the progress and quality of work in own area of responsibility and provide feedback</b>	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
<b>4. Be able to review and amend plans of work for own area of responsibility and communicate changes</b>	4.1 Review and amend work plan where changes are needed 4.2 Communicate changes to team members

### Additional unit guidance

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

- observation of performance;
- examining products of work; and
- questioning.

Direct evidence of this kind may be supplemented, where necessary, by professional discussion, reflective accounts or witness testimony.

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

Evidence must come from performance in the work environment.



## Appendix 3: Sample assessment material



**Assessment Pack**

**Highfield Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice (RQF)**  
Qualification Number: 600/3970/X

**Highfield Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (RQF)**  
Qualification Number: 600/3971/1

**Highfield Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (RQF)**  
Qualification Number: 600/3999/3

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### Evidence Tracking Sheet

Learner Name: <input type="text"/>				
Centre Name: <input type="text"/>				
<b>Understanding the principles and practices of internally assuring the quality of assessment (T/601/3220)</b>				
<b>Assessment Criteria</b>				
Learning Outcome	Assessment Criteria	Evidence Type	Evidence Reference	Date
1. Understand the context and principles of internal quality assurance	1.1 Explain the functions of internal quality assurance in learning and development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1.2 Explain the key concepts and principles of the internal quality assurance of assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1.3 Explain the roles of practitioners involved in the internal and external quality assurance process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1.4 Explain the regulations and requirements for internal quality assurance in own area of practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Understand how to plan the internal quality assurance of assessment	2.1 Evaluate the importance of planning and preparing internal quality assurance activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2.2 Explain what an internal quality assurance plan should contain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>