



Level 4 Certificate in

Leading the Internal Quality Assurance of Assessment Processes and Practice

Qualification Specification

Qualification Recognition Number: 603/2885/X

ABBE Qualification Code: CertLIQAAPPL418

May 19



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Why this document is being revised

This document has been revised by ABBE in May 2019. A summary of the changes made to this document is, as follows:

- New address added to 1.4

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1. ABBE

1.1 Introduction

ABBE, the Awarding Body for Building Education is a forward thinking organisation that offers a range of apprenticeships, qualifications, benefits and support.

ABBE is regulated by Ofqual for the delivery of a range of qualifications. Our qualifications are nationally recognised helping learners to achieve their full potential and ambitions. The full range of qualifications can be found on ABBE's website.

1.2 Mission statement

Our Values - Quality through Standards: Our aim is to provide a high quality experience by building a strong community of mutual support and trust. We can use our collective talents to build meaningful partnerships to help us all to achieve our goals. ABBE is a recognised Awarding Organisation with strong professional integrity.

Our Vision: Is that every learner is confident, successful and has the opportunity to achieve their full potential.

Our Mission: ABBE Educates, inspires and empowers learners

1.3 Qualification specification

The aim of this specification is to provide learners and centres with information about the content of this qualification.

This specification is a live document and, as such, will be updated when required.

1.4 Enquiries

Any enquiries relating to this qualification should be addressed to:

ABBE
Birmingham City University
University House
15 Bartholomew Row
Birmingham
B5 5JU

Telephone: 0121 331 5174
Email: abbeenquiries@bcu.ac.uk
Website: www.abbeqa.co.uk



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2. Qualification Information

2.1 Qualification Purpose

The purpose of this qualification is to provide the learner with the skills, knowledge, and understanding to manage the quality of assessment from inside an organisation or assessment centre, including managing a team of assessors.

2.2 Who could take this qualification?

There is no specific entry requirement; however, learners will need to have the minimum core skills in literacy, numeracy and IT to successfully undertake this qualification. Learners will need to achieve the minimum core requirement of personal skills in these areas. However, it would be advantageous if you are already a qualified Assessor.

2.3 Qualification number

ABBE Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice: 603/2885/X

2.4 Qualification level

This qualification has been listed on the Regulated Qualifications Framework (RQF) at: Level 4

2.5 Total Qualification Time

This qualification is allocated Total Qualification Time (TQT) this includes Guided Learning (GL) expressed in hours, which indicates the number of hours of supervised or directed study time and assessment. Credit has also be allocated to this qualification.

- The Total Qualification Time (TQT) for this qualification is: 170
- Guided Learning (GL) for this qualification is: 115
- Credit Value: 17 credits

2.6 Progression

Learners who have completed the ABBE Level 4 Certificate in Leading the Internal Quality Assurance (IQA) of Assessment Processes and Practice may develop within the IQA role, progress onto the ABBE Level 4 Certificate External Quality Assurance of Assessment Processes and Practice or other level 4 qualifications.

2.7 Age ranges

Pre 16	No
16-18	No
18+	Yes
19+	Yes

2.8 Structure of the Qualification

To achieve this qualification, learners must successfully complete the three mandatory units (17 credits required).

Mandatory Unit			
URN	Unit Name	Credit Value	Level
H/616/8520	Understanding the principles and practices of internally assuring the quality of assessment	6	4
K/616/8521	Internally assure the quality of assessment	6	4
M/616/8522	Plan, allocate and monitor work in own area of responsibility	5	4



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2.9 Barred Units

Units with the same title at different levels or units with the same content cannot be combined in the same qualification.

2.10 Language

ABBE qualifications and assessment materials will be provided through the medium of English.

2.11 Grading

This qualification is: Pass/Fail

2.12 Pre-course Procedures

This qualification is available to anyone who is capable of reaching the required standards. They have been developed free from any barriers that unfairly restrict access or progression thereby promoting equal opportunities.

2.13 Qualification Review Boards

Qualification Review Boards (QRBs) are set up for each qualification. The Boards are drawn from employers, centres, Higher Educational Institutes (HEIs) and others with a vested interest in the sector in which the qualification is used. The purpose of the QRB is to ensure that the content of the qualification and the proposed assessment methodology are fit for purpose and are appropriate to meet the requirements of the sector.

QRBs are ongoing and will be scheduled for specific points within the qualification lifetime; at the notional mid-point and again towards the review date of the qualification. During this process, the QRB will consider any feedback received on the performance of the qualification and will consider if the content, structure, purpose and assessment methodology remain appropriate to the needs of the sector. This will help to improve both our qualification and the specification.



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3. Qualification Unit(s)

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

Unit Reference Number: H/616/8520

Credit: 6

Level: 4

Unit Summary

The aim of this unit is to assess the knowledge and understanding of a trainee Internal Quality Assurance (IQA) practitioner

Assessment Guidance

This unit can be assessed using the following method(s):

- Portfolio of evidence

Relationship to National Occupational Standards

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

Learning Outcome The learner will:	Assessment Criterion The learner can:
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



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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 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 relating to 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 2: Internally assure the quality of assessment

Unit Reference Number: K/616/8521

Credit: 6

Level: 4

Unit Summary

The aim of this unit is to assess the knowledge and understanding a learning and development practitioner requires for the internal quality assurance of assessment. The term Practitioner means anyone with a learning and development responsibility as the whole or a part of their role.

Assessment Guidance

This unit can be assessed using the following method(s):

- Portfolio of evidence

Relationship to National Occupational Standards

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

Simulation is **NOT** allowed for this unit.

Learning Outcome The learner will:	Assessment Criterion The learner can:
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	5.1 Apply relevant policies, procedures and legislation in relation to internal quality assurance, including those for health, safety and welfare



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internally monitoring and maintaining the quality of assessment	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



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

Unit Reference Number: M/616/8522

Credit: 5

Level: 4

Unit Summary

The aim of this unit is to help learners to plan, allocate and monitor work in their own area of responsibility, and make any necessary changes to original work plans.

Assessment Guidance

This unit can be assessed using the following method(s):

- Portfolio of evidence

Relationship to National Occupational Standards

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

Simulation is **NOT** allowed for this unit.

Learning Outcome The learner will:	Assessment Criterion The learner can:
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



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