



**Level 4 Certificate in**

**Leading the External Quality Assurance of  
Assessment Processes and Practice**

**Qualification Specification**

Qualification Recognition Number: 603/2886/1

ABBE Qualification Code: CertLEQAAPPL418

**May 2019**

## **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](mailto:abbeenquiries@bcu.ac.uk)  
Website: [www.abbeqa.co.uk](http://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 outside an organisation or assessment centre, usually on behalf of an Awarding Organisation, including managing a team of external quality assurers over more than one centre.

### 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.

### 2.3 Qualification number

ABBE Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice: 603/2886/1

### 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: 100
- Credit Value: 17 credits

### 2.6 Progression

Learners who have completed the ABBE Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice may develop within the External Quality Assurance role.

### 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.

| Mandatory Unit |   |              |       |
|----------------|---|--------------|-------|
| URN            | Unit Name   | Credit Value | Level |
| T/616/8523     | Understanding the principles and practices of externally assuring the quality of assessment | 6            | 4     |
| A/616/8524     | Externally assure the quality of assessment   | 6            | 4     |
| F/616/8525     | 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. There are no pre-entry requirements for this qualification, however, it would be advantageous if you already achieved an Assessor or Internal Quality Assurance Qualification.

## **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 externally assuring the quality of assessment

Unit Reference Number: T/616/8523

Credit: 6

Level: 4

#### Unit Summary

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

#### 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 12: Externally monitor and maintain the quality of assessment.

| <b>Learning Outcome<br/>The learner will:</b>                          | <b>Assessment Criterion<br/>The learner can:</b>   |
|--|--|
| 1. Understand the context and principles of external quality assurance | 1.1 Analyse the functions of external quality assurance of assessment in learning and development  |
|  | 1.2 Evaluate the key concepts and principles of external quality assurance of assessment   |
|  | 1.3 Evaluate the roles of practitioners involved in the quality assurance process  |
|  | 1.4 Explain the regulations and requirements for external and internal quality assurance in own area of practice   |
| 2. Understand how to plan the external quality assurance of assessment | 2.1 Evaluate the importance of planning and preparing external quality assurance activities  |
|  | 2.2 Explain what an external quality assurance plan should contain   |
|  | 2.3 Summarise the preparations that need to be made for external quality assurance activities, including: <ul style="list-style-type: none"> <li>• information collection</li> <li>• communications</li> <li>• administrative arrangements</li> <li>• resources</li> </ul> |
|  | 2.4 Explain how to adapt external monitoring and evaluation approaches to meet customer need without compromising quality standards  |
| 3. Understand how to externally evaluate the quality of assessment     | 3.1 Explain the procedures for externally monitoring and evaluating internal quality assurance arrangements and practices  |
|  | 3.2 Interpret the requirements for externally monitoring and evaluating internal assessment arrangements and practices   |



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| and internal quality assurance  | 3.3 Evaluate different techniques for externally sampling evidence of assessment, including those that use technology  |
| 4. Understand how to externally maintain and improve the quality of assessment                | 4.1 Critically compare the types of feedback, support and advice that internal assessment and quality assurance staff may need to maintain and improve the quality of assessment |
|   | 4.2 Evaluate standardisation requirements relevant to the external quality assurance of assessment   |
|   | 4.3 Explain the importance of providing feedback, support and advice to internal assessment and quality assurance staff that is consistent with standardisation requirements     |
|   | 4.4 Explain the relevant procedures to follow when there are disputes concerning quality assurance and assessment  |
| 5. Understand how to manage information relevant to external quality assurance                | 5.1 Evaluate the requirements for information management, data protection and confidentiality in relation to external quality assurance  |
| 6. Understand the legal and good practice requirements relating to external quality assurance | 6.1 Evaluate legal issues, policies and procedures that are relevant to external quality assurance, including those for health, safety and welfare                               |
|   | 6.2 Critically compare different ways in which technology can contribute to external quality assurance   |
|   | 6.3 Evaluate requirements for equality and diversity and, where appropriate, bilingualism, in relation to the external quality assurance of assessment                           |
|   | 6.4 Explain the value of reflective practice and continuing professional development in relation to external quality assurance   |





## Unit 2: Externally assure the quality of assessment

Unit Reference Number: A/616/8524

Credit: 6

Level: 4

### Unit Summary

The aim of this unit is to assess the performance of a learning and development practitioner with responsibility for the external quality assurance of assessment - usually an external quality assurer (EQA).

The unit gives learners the opportunity to apply the principles learned from the theory in Unit 1: Understanding the Principles and Practices of Externally Assuring the Quality of Assessment.

### 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 12: Externally monitor and maintain the quality of assessment.

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

| <b>Learning Outcome<br/>The learner will:</b>   | <b>Assessment Criterion<br/>The learner can:</b>   |
|---|--|
| 1. Be able to plan the external quality assurance of assessment                           | 1.1 Plan procedures for the external quality assurance of assessment   |
|   | 1.2 Communicate procedures for external quality assurance to the organisations and individuals concerned           |
|   | 1.3 Ensure arrangements and resources are in place for external monitoring and evaluation                          |
| 2. Be able to externally evaluate internal quality assurance and assessment               | 2.1 Carry out monitoring activities to quality requirements  |
|   | 2.2 Evaluate the quality of internal quality assurance systems   |
|   | 2.3 Evaluate the quality of internal administrative arrangements   |
|   | 2.4 Evaluate the quality of internal staffing and internal staff expertise and competence                          |
|   | 2.5 Determine whether assessment arrangements, methods and decisions meet quality requirements                     |
| 3. Be able to maintain and improve internal quality assurance processes                   | 3.1 Provide staff with feedback, advice and support which help them maintain and improve the quality of assessment |
|   | 3.2 Apply procedures for the standardisation of assessment practices and outcomes                                  |
| 4. Be able to manage information relevant to the external quality assurance of assessment | 4.1 Apply procedures for recording, storing, reporting information relating to external quality assurance          |
|   | 4.2 Apply procedures to maintain confidentiality of information relating to external quality assurance             |



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|  |   |
|--|---|
| 5. Be able to maintain legal and good practice requirements when externally monitoring and maintaining the quality of assessment | 5.1 Apply policies, procedures and legislation relevant to the external quality assurance of assessment, including those for health, safety and welfare |
|  | 5.2 Apply requirements for equality and diversity and, where appropriate, bilingualism, to the external quality assurance of assessment                 |
|  | 5.3 Critically reflect on own practice in externally assuring the quality of assessment   |
|  | 5.4 Maintain the currency of own expertise and competence as relevant to external quality assurance   |



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

Unit Reference Number: F/616/8525

Credit: 5

Level: 4

#### Unit Summary

This unit 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 unit is to assess performance in leading the work of a team responsible for the external quality assurance of an organisation or assessment centre.

#### 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.

| <b>Learning Outcome<br/>The learner will:</b>   | <b>Assessment Criterion<br/>The learner can:</b>   |
|---|--|
| 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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