

Level 4

Award in External Quality Assurance of Assessment Processes and Practices

(610/4339/4)

nqual.

SPECIFICATION PACK

CONTENTS

About NQual 2

Qualification Specification 2

Qualification Information 2
- Overview 2
- Entry Requirements 2
- Unit Guidance 3
- Mandatory Units 3
- Guided Learning Hours 3
- Total Qualification Time 3
- Delivery Options 3
- Grading and Assessment 3
- Approved Centre 4
- Support From NQual 5
- Initial Assessment 5
- Reasonable Adjustment 5
- Responsibilities 5

Mandatory Units 7
- Understanding the Principles and Practices of Externally Assuring the Quality of Assessment 7
- Externally Quality Assure the Quality of Assessment 9

Property of NQual Ltd

ABOUT NQUAL

NQual provides high-quality vocational and occupational qualifications designed to meet the needs of learners and employers.

At NQual we are committed to certificating current and relevant qualifications that meet the demands of today's ever-changing industries. Our dedication to staying at the forefront of knowledge ensures that our qualifications reflect the latest trends in your field of interest.

QUALIFICATION SPECIFICATION

Qualification Specifications are used to inform and guide centres to deliver the qualification set out within this document. Information within this specification includes a qualification overview, unit breakdowns, assessment guidance and learning outcomes.

Alongside the specification, you will also find a qualification 'Fact Sheet'. These are used as handy tools to provide an overview of the qualifications.

QUALIFICATION INFORMATION

The NQual Level 4 Award in External Quality Assurance of Assessment Processes and Practices is regulated by Ofqual.

Qualification Number: 610/4339/4

Overview

The NQual Level 4 Award in External Quality Assurance of Assessment Processes and Practices is designed to provide learners with the knowledge, skills and understanding of the principles and practices required to ensure and maintain the quality of assessment externally, usually on behalf of an Awarding Organisation.

The purpose of this qualification is to allow individuals to work in an external quality assurance role. The units specified within this document cover a variety of areas relevant to the sector, including, an understanding of the principles and practices of external quality assurance of assessment, and the practice of externally assuring the quality of assessment.

Entry Requirements

- Minimum age: 18
- Learners should have or be working towards a minimum of level 2 in literacy and numeracy or equivalent.
- Learners must be qualified and have experience working as an Internal Quality Assurer.
- Learners must have access to an Awarding Organisation whose External Quality Assurance practices, processes, strategies and systems they can support and review.
- Learners must have access to, be working with, or have permission to work with an Awarding Organisation to meet the requirements within Unit 2: Externally assure the quality of assessment.
- Learners must have a mentor whom they can shadow and who can support them throughout their EQA practice.

Property of NQual Ltd

Unit Guidance

Learners must achieve all mandatory units. The total credit value for this qualification is 12.

Mandatory Units

Learners must achieve all of the mandatory units totalling 12 credits.

Unit Reference	Title	Level	GLH	Credit Value
F/651/2031	Understanding the Principles and Practices of Externally Assuring the Quality of Assessment	4	48	6
H/651/2032	Externally Assure the Quality of Assessment	4	48	6

Guided Learning Hours

These hours are made up of contact time, guidance or supervision from course tutors, trainers, or training providers. The Guided Learning Hours for this qualification is 96.

Total Qualification Time

This is an estimate of the total length of time it is expected that a learner will typically take to achieve and demonstrate the level of understanding required for the award of this qualification. This includes the Guided Learning Hours and time spent completing independent study.

The Total Qualification Time for this qualification is 120.

Delivery Options

NQual allows qualifications to be delivered both online and face-to-face. Please check the additional requirements with your Centre EQA if delivering qualifications online.

Grading and Assessment

Assessment is used to measure a learner's skill, knowledge, experience and understanding against the criteria set out in this qualification. This qualification is internally assessed, internally quality assured and externally quality assured.

The assessments consist of:

- Unit 1: Understanding the Principles and Practices of Externally Assuring the Quality of Assessment: This knowledge-based unit will consist of **assignment work and accompanying evidence.**

  To evidence that the unit criteria has been met, assignments can consist of written questions, recorded professional discussions, regulatory documents, EQA planning documents, IQA reports, meeting agendas & minutes, standardisation documents, policies and procedures.

Property of NQual Ltd

- Unit 2: Externally Quality Assure the Quality of Assessment: A practical based unit will consist of a portfolio of evidence. The portfolio of evidence must contain EQA activities of at least 2 separate EQA visits. This can include the use of one training provider having an initial and follow up EQA visit, or 1 EQA visit for two separate training providers.

The portfolio of evidence could contain:

- Confirmation email from the Awarding Organisation to give consent for the learner to conduct EQA activities on their behalf
- An external quality assurance plan
- Evidence of external quality assurance visits (remote or face-to-face EQA visits)
- Quality assurance evidence
- EQA activity documents/ reports
- EQA feedback recording/ observation
- Meeting agendas and minutes
- Standardisation evidence
- Evidence of communications with the Awarding Organisation
- Recordings of practice
- Policies and Procedures
- Reflective Journal
- CPD records

Please note, this is not an exhaustive list.

The learner will also be required to complete at least one observation with an Awarding Organisation to demonstrate how they carry out external quality assurance in practice. The observation can be conducted in one of two ways:

1. The learner will complete a feedback meeting as part of an EQA visit and will record the entire contents of the meeting. This recording is submitted as evidence and
2. The EQA qualified assessor from the NQual Approved Centre, will be invited to the feedback meeting as part of the EQA visit, and will observe the learner either remotely, or face-to-face.

Simulations are not allowed.

Approved Centre

To deliver any NQual qualification, each centre must be approved by NQual and meet the qualification approval criteria. The recognition process requires centres to implement policies and procedures to protect learners when undergoing NQual qualifications.

Approved centres must seek approval for each qualification they wish to offer.

The approval process requires centres to demonstrate that they have the resources, including staff, and processes in place to deliver and assess the qualification.

Once approved to offer this qualification, centres must register learners before any assessment takes place. Centres must follow NQual's procedures for registering learners.

Property of NQual Ltd

Support From NQual

NQual supports all new and existing approved centres. We respond to all communication within 48 hours and hold regular information webinars. If you would like to book our next webinar, please visit the 'News & Events' section on our website.

Initial Assessment

It is part of the enrolment process by the approved centre to complete an initial assessment. Approved centres must ensure everyone undertaking an NQual qualification complete some form of initial assessment. This will be used to inform the tutor/trainer of current knowledge and understanding.

Reasonable Adjustment

NQual is committed to providing fair and reasonable adjustments for learners to help reduce the effect of a disability or difficulty that places the learners at a disadvantage during an assessment. For more information on Reasonable Adjustments, please see our Reasonable Adjustments and Fair Access Policy.

Responsibilities

Assessor

It is important to note, that to assess qualification content, the assessor must be occupationally competent to assess skills-based competence and/or occupationally knowledgeable to assess knowledge-based content.

Assessors who deliver NQual qualifications must possess a qualification appropriate for the level they are delivering. Examples of these can include at least one of the following:

- D32 Assess Candidate Performance and D33 Assess Candidate Using Differing Sources of Evidence
- A1 Assess Candidate Performance Using a Range of Methods and A2 Assessing Candidates' Performance through Observation
- Level 3 Award in Assessing Competence in the Work Environment (for competence/skills learning outcomes only)
- Level 3 Award in Assessing Vocationally Related Achievement (for knowledge learning outcomes only)
- Level 3 Certificate in Assessing Vocational Achievement
- HEI Certificate in Education
- Qualified Teacher Status Certificate in Education in Post Compulsory Education (PCE)
- Post Graduate Certificate in Education
- Teaching Certificate in Teaching in the Lifelong Learning Sector (CTLLS)
- Diploma in Teaching in the Lifelong Learning Sector (DTLLS)
- L&D9DI - Assessing workplace competence using Direct and Indirect methods (Scotland)
- L&D9D - Assessing workplace competence using Direct methods (Scotland)
- Level 4 Certificate in Education and Training
- Level 5 Diploma in Education and Training
- Level 3 Learning and Skills Assessor Apprenticeship
- Level 5 Learning and Skills Teacher Apprenticeship

Property of NQual Ltd

Examples of evidence for subject knowledge can include:

- Qualification at the same level or above, the qualification you are delivering
- Extensive experience at the same level or above, the qualification you are delivering
- EQA qualifications should contain Unit 1 & Unit 2.

Internal Quality Assurer

Centre staff who complete Internal Quality Assurance for NQual qualification must possess or be working towards a relevant qualification. Examples of these can include at least one of the following:

- D34 Unit Internally verify the assessment process
- V1 Verifiers Award
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice or
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice

Examples of evidence for subject knowledge must include at least one of the following:

- Qualification at the same level or above, the qualification you are quality assuring
- Extensive experience at the same level or above, the qualification you are quality assuring

Property of NQual Ltd

MANDATORY UNITS

Unit Breakdown: Level 4 Award in External Quality Assurance of Assessment Processes and Practices

Learners must complete all mandatory units for this qualification.

Unit: Understanding the Principles and Practices of Externally Assuring the Quality of Assessment

Unit Code: F/651/2031

RQF Level: 4

Learning Outcomes *To achieve this unit a learner must be able to:*	Assessment Criteria *Assessment of these outcomes demonstrates a learner can:*
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 Explain the roles of practitioners and evaluate their involvement 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 in a variety of settings	2.1 Evaluate the importance of planning and preparing external quality assurance activities, taking into account remote 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: • Information collection • Communications • Administrative arrangements • Resources 2.4 Explain how to adapt external monitoring and evaluation approaches to meet customer needs without compromising quality standards, taking into account remote activities
3. Understand how to externally evaluate the quality of assessment and internal quality assurance in a variety of settings	3.1 Explain the procedures for externally monitoring and evaluating internal quality assurance arrangements and practices, taking into account remote activities 3.2 Explain the requirements for externally monitoring and evaluating internal assessment arrangements and practice, taking into account remote activities 3.3 Evaluate different techniques for externally sampling evidence of assessment, including those that use technology

Property of NQual Ltd

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 Explain 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 Explain 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, taking into account remote activities 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

Property of NQual Ltd

Unit: Externally Quality Assure the Quality of Assessment

Unit Code: H/651/2032

RQF Level 4

Learning Outcomes *To achieve this unit a learner must be able to:*	Assessment Criteria *Assessment of these outcomes demonstrates a learner can:*
1. Be able to plan the external quality assurance of assessment	1.1 Plan procedures for the external quality assurance of remote, or in person 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 remote or face-to-face 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, and reporting information relating to external quality assurance 4.2 Apply procedures to maintain confidentiality of information relating to external quality assurance
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

Property of NQual Ltd

nqual.

www.nqual.co.uk

admin@nqual.co.uk

01925-964-903

Property of NQual Ltd