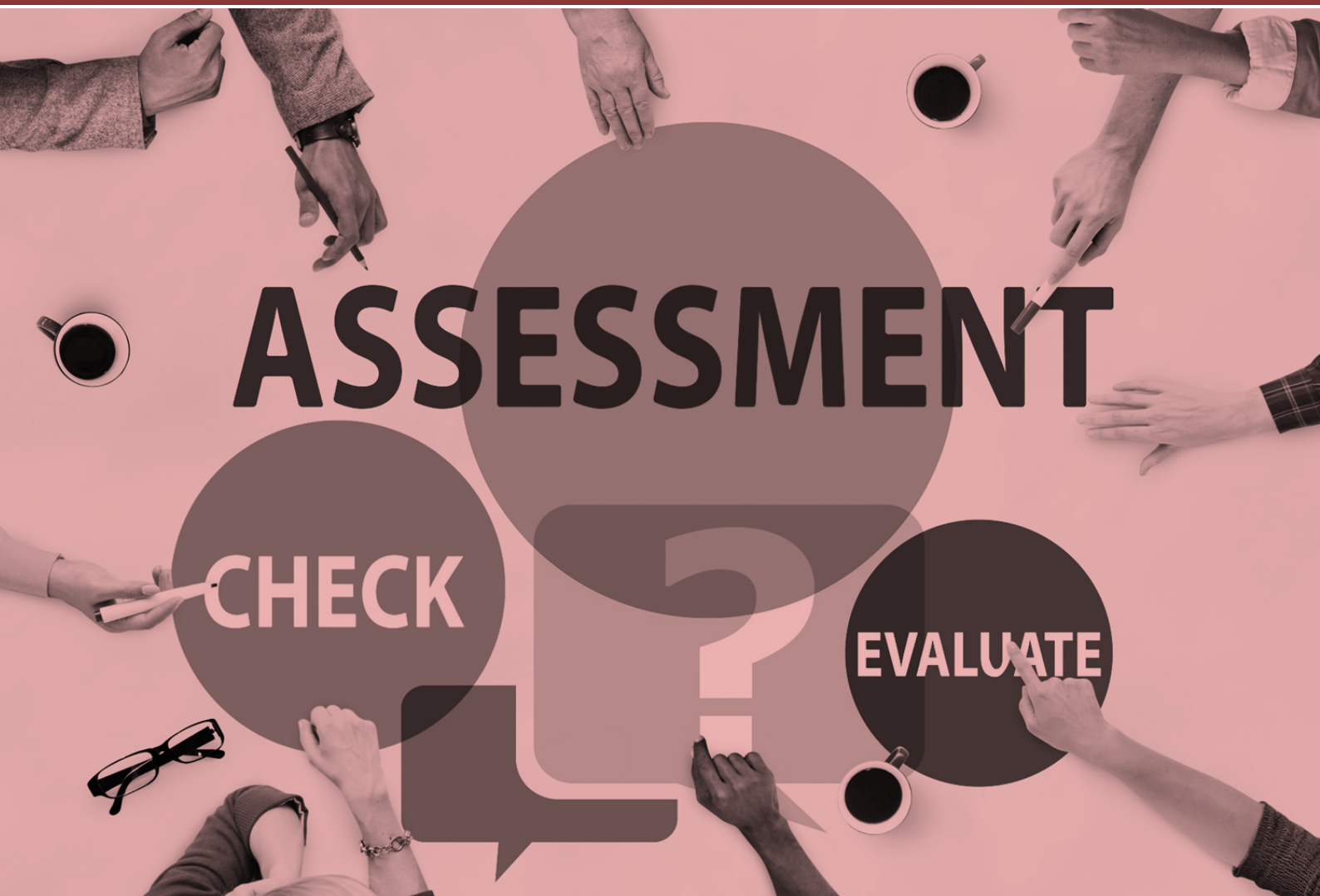
YMCA Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (600/3849/4)

Qualification Specification



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Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice

Qualification Specification

Qualification number: 600/3849/4

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Introduction

About Y Awards Ltd

At Y Awards Ltd, we are passionate about learner progress. Our qualifications support every learner, whether taking their first steps into fitness or simply wishing to boost their skills. Our high quality resources and assessment materials have been created by leading industry experts in consultation with employers and training providers.

Y Awards Ltd are an internationally recognised organisation. We are highly respected in health and fitness circles, and most importantly of all we have helped over 400,000 people launch and advance their careers.

Qualification overview

This qualification is regulated by:

Ofqual
CCEA (Council for Curriculum, Examinations and Assessment)
QW (Qualifications Wales).

Qualification aim

The aim of this qualification is to develop the knowledge, understanding and skills of those individuals who are directly involved in the internally quality assurance of assessors and assessment but are not involved in centre management or liaising with other internal quality assurers.

Overview of knowledge, skills and understanding

Knowledge and understanding relating to the qualification

- the context and principles of internal quality assurance and how to plan the internal quality assurance of assessment
- the techniques and criteria for monitoring the quality of assessment internally
- how to internally maintain and improve the quality of assessment
- how to manage information relevant to the internal quality assurance of assessment
- the legal and good practice requirements for the internal quality assurance of assessment
- Skills relating to the qualification
- plan the internal quality assurance of assessment
- internally evaluate, maintain and improve the quality of assessment
- manage information relevant to the internal quality assurance of assessment
- maintain legal and good practice requirements when internally monitoring and maintaining the quality of assessment.

Target group and age range

This qualification is aimed at a range of learners over the age of 16.

Qualification structure

To achieve the YMCA Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice, learners must complete 2 mandatory units totalling 12 credits.

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

The Total Qualification Time (TQT) for this qualification is 120. The Guided Learning Hours (GLH) assigned are 90 minimum.

Total Qualification Time (TQT)

This is an estimate of the total amount of time, measured in hours that a learner would reasonably need to be able to show the level of achievement necessary for the award of a qualification.

Total Qualification Time is made up of the following two elements:
(a) the number of hours which an awarding organisation has assigned to a qualification for Guided Learning (see below), and
(b) an estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

Guided Learning Hours (GLH)

This is:

- Face-to-face delivery (learning delivered by a lecturer, supervisor, tutor or other appropriate member of the training team)
- E-learning with a lecturer, teacher or tutor present/available in real-time (the co-presence of learner and tutor can be either remote or in the same physical place)
- Invigilated assessment (external tests sat under controlled or open-book conditions)
- Internal assessment carried out by the learner with a lecturer, teacher or tutor present/available in real-time (the co-presence of learner and tutor can be either remote or in the same physical place).

This is **not:**

Unsupervised learning such as:

- E-learning that the learner carries out unsupervised and with no real-time support from a lecturer, teacher or tutor
- Assessment internally carried out by the learner without a lecturer, teacher or tutor present/available in real-time (for example, completing a Learner Assessment Record (LAR) at home)
- Any additional further study, revision and training activities that the learner does unsupervised to support their learning.

Your External Quality Assurer (EQA) will ask you to feedback on GLH annually as part of the quality assurance visit. You should base your feedback on a typical learner taking this qualification and the time spent on supervised learning (GLH). If you feel the GLH is different from the above and you wish to feedback before your next EQA visit, please email us: awards.products@ymca.co.uk.

Entry requirements

There are no entry requirements for this qualification.

Opportunities for progression

Learners could go on to develop their knowledge further through the following qualifications:

- Level 4 Award in understanding the Internal Quality Assurance of Assessment Processes and Practice
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice.

Future employment possibilities:
This qualification can lead to direct employment as an IQA within an organisation/training provider.

Mapping to standards

This qualification has links to the following national occupational standards:

- Internally monitor and maintain the quality of assessment LSILADD11.

For more information please see www.ukstandards.ork.uk.

Centre approval

This qualification can only be offered by centres approved by Y Awards Ltdto deliver it. Details of Y Awards Ltd approvals processes can be found on our website: www.ymcaawards.co.uk/centres/become-a-ymca-awards-centre.

Qualification approval

If your centre is already approved, you should only need to complete and submit a qualification approval form to deliver this qualification. However, you may also need to complete an additional staff approval form if the qualification is going to be delivered by staff who are not currently approved by Y Awards Ltd. Details of additional approvals can be found on our website: www.ymcaawards.co.uk/approvals.

Tutor, assessor and IQA approval requirements

To make sure you meet the most up-to-date requirements please see the Y Awards Ltd staff approval requirement document. This can be found on our website: www.ymcaawards.co.uk/centres/centre-guidance.

Registration

All learners must be registered within the first 10% of the duration of their course (eg, for a course that lasts 10 days, learners should be registered on the first day of their course at the latest). For further details on registration please go to our website: www.ymcaawards.co.uk/registration.

Qualification availability

This qualification is available in:

- England and regulated by Ofqual
- Northern Ireland and regulated by CCEA (Council for Curriculum, Examinations and Assessment)
- Wales and regulated by QW (Qualifications Wales).

Reasonable adjustments and special considerations

In making this qualification available, Y Awards Ltd has made every attempt to make sure that there are no unnecessary barriers to achievement. You can find full details of our reasonable adjustment and special considerations policy on our website: www.ymcaawards.co.uk/centres/policies-and-procedures.

Enquires and appeals procedures

Y Awards Ltd has an appeals procedure in accordance with the regulatory arrangements in the General Conditions of Recognition. Full details of these procedures are available on our website: www.ymcaawards.co.uk/centres/policies-and-procedures.

Assessment and quality assurance

How the qualification is assessed

Assessment is the process of measuring a learner's skills, knowledge and understanding against the standards set in the qualification.

This qualification is a unit-based qualification and each unit contains learning outcomes and assessment criteria. Learning outcomes set out what the learner is expected to know, understand or be able to do as a result of the learning process. Assessment criteria detail the standards a learner is expected to meet and are broken down into what the learner 'can' do as a result of successfully achieving the unit.

The learner can be assessed holistically or individually as long as they show that the learning outcomes have been achieved.

Competency based learning outcomes (eg, be able to) are typically assessed through direct observation and these will take place in a real work environment. Where a real work environment is not stipulated the observation can be simulated and be internally assessed.

Knowledge based learning outcomes (eg, know or understand) can be assessed in a number of different ways such as worksheets, projects, professional discussion etc. The assessment method chosen should reflect the content of the unit.

This qualification must be assessed in line with Y Awards Ltd assessment policies and procedures www.ymcaawards.co.uk/centres/centre-guidance.

The YMCA Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice is assessed through internal assessment.

Internal assessment

Y Awards Ltd suggest the following approaches to internal assessment:

Using a Learner Assessment Record (LAR)

This document typically contains assessment guidance and paperwork developed by Y Awards Ltd to support the assessment of a qualification.

To check if a Learner Assessment Record is available for this qualification, please make sure you are logged in to the centre home on the website and follow this link: www.ymcaawards.co.uk/download-resources/lars.

Creating a portfolio of evidence

If a Y Awards Ltd Learner Assessment Record (LAR) is not used to evidence internal assessment then the learner must create a portfolio of evidence. Centres must work with learners to create this portfolio and need to make sure that the learner's portfolio shows coverage of the learning outcomes and/or assessment criteria where required.

A typical portfolio of evidence could include:

- Evidence index
- Assessor observation – completed observational checklists and related action plans
- Witness testimony
- Candidate's proof of work
- Worksheets
- Assignments/projects/reports/presentations
- Record of professional discussion
- Record of oral and written questioning
- Candidate and peer reports
- Recognition of Prior Learning (RPL).
- Summary of achievement.

Centres need to make sure assessment specifications and paperwork are signed off by the EQA before delivery.

As a guide to selecting appropriate assessment methods see the suggested example in the 'Qualification content' section of this specification.

External assessment

There is no external assessment for this qualification.

Assessors

The role of the assessor is to make an informed judgement about the evidence a learner should provide to show they can meet the assessment criteria. For further guidance please see the 'Role of the assessor' document on the website: www.ymcaawards.co.uk/centres/centre-guidance.

Internal and external quality assurance

The role of the Internal Quality Assurer (IQA) is to make an informed judgement(s) regarding the practice of and decisions made by the assessment team to maintain standards. They are a vital link between the assessors and the External Quality Assurer (EQA). For further information on the role of the IQA and the EQA go to the website: www.ymcaawards.co.uk/centres/centre-guidance.

Qualification content

Unit specifications and recommended assessment methods

Internally assure the quality of assessment (A/601/5321)

Unit aim

This unit covers the knowledge and understanding needed to internally assure the quality of assessment.

Unit content

The learner will:

Be able to plan the internal quality assurance of assessment

The learner can:

1.1 Plan monitoring activities according to the requirements of own role

1.2 Make arrangements for internal monitoring activities to assure quality

The learner will:

2 Be able to internally evaluate the quality of assessment

The learner can:

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

The learner will:

3 Be able to internally maintain and improve the quality of assessment

The learner can:

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

The learner will:

4 Be able to manage information relevant to the internal quality assurance of assessment

The learner can:

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

The learner will:

5 Be able to maintain legal and good practice requirements when internally monitoring and maintaining the quality of assessment

The learner can:

5.1 Apply relevant policies, procedures and legislation in relation to internal quality assurance, including those for health, safety and welfare

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

Assessment specification	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 candidate IQAs 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.

Understanding the principles and practices of internally assuring the quality of assessment (T/601/5320)

Unit aim

This unit aims to develop an understanding of the principles and practices of internally assuring the quality of assessment.

Unit content

The learner will:

1 Understand the context and principles of internal quality assurance

The learner can:

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

The learner will:

2 Understand how to plan the internal quality assurance of assessment

The learner can:

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:

- information collection
- communications
- administrative arrangements
- resources

The learner will:

3 Understand techniques and criteria for monitoring the quality of assessment internally

The learner can:

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

The learner will:

4 Understand how to internally maintain and improve the quality of assessment

The learner can:

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

The learner will:

5 Understand how to manage information relevant to the internal quality assurance of assessment

The learner can:

5.1 Evaluate requirements for information management, data protection and confidentiality in relation to the internal quality assurance of assessment

The learner will:

6 Understand the legal and good practice requirements for the internal quality assurance of assessment

The learner can:

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

Assessment specification	• examining products of work • questioning/professional discussion.

Y Awards Ltd is one of the UK's leading health, fitness and wellbeing specific awarding organisations. It offers training centres and learners across the world a diverse suite of qualifications, from introductory (Level 1) to advanced levels (Level 4).

Y Awards Ltd issues over half a million qualifications a year, helping learners in the UK and overseas to launch and progress their careers in the active leisure sector.

To view Y Awards Ltd' full range of qualifications please visit www.ymcaawards.co.uk.

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