

# 1st4sport Level 4 Award In the Internal Quality Assurance of Assessment Processes and Practice

Qualification Specification



## About Us

Welcome to 1st4sport, established in 2000, 1st4sport are an industry specialist recognised awarding organisation regulated in England by the Office of the Qualifications and Examinations Regulator (Ofqual), in Wales by Qualifications Wales, and in Northern Ireland by the Council for the Curriculum, Examination and Assessment (CCEA) Regulation.

Serving the needs of the sport, physical activity and active leisure industry; our niche status is emphasised through our accomplished people, network of esteemed industry partnerships and our culture of excellence. We have an outstanding reputation; evidenced through the loyalty we receive from our trusted partners, recognised centres and most importantly our learners.

We have a proven track record; offering of valid, value-added, educational solutions and services and outstanding customer care. Our offer includes sector specific qualifications and pathways, and a range of relevant high-performing educational services; underpinned by leading digital solutions. The majority of these are developed and deployed in partnership with governing bodies of sport and other sector specific professional organisations. More than any other awarding organisation, our knowledge of the industry and our continuous cross-sector network enables us to understand the direction of our sector.

Our involvement in shaping our sector has been significant and we continue to be the awarding organisation that partner and representative organisations turn to for guidance on the direction of travel, as appropriate to the needs of our partners, centres, industry employers and learners.

**Our Mission:** To deliver excellent educational solutions and value-added services to sport, physical activity and the active leisure industry.

**Our Direction:** We aim to support the ongoing professionalisation of our industry; supporting employment, growth, sustainability and success. We embrace performance, participation and health agendas. Our objective is to continue to support our respected partners, providers and learners.

## Qualification Specification

Title:	1st4sport Level 4 Award In the Internal Quality Assurance of Assessment Processes and Practice
Qualification Overview:	Confirms competency in completing internal quality assurance of assessment practice.
Qualification Code:	L4AIQAQ
Qualification Regulation Number:	600/0272/4
Guided Learning Hours (GLH):	90
Total Qualification Time (TQT):	120
Credit Value (if applicable):	12
Operational Start Date:	23/12/2010
Qualification Review Date:	28/02/2025
Learner Registration Period:	3 years
Qualification Objective:	This qualification qualifies learners to complete internal quality assurance of assessment practice.
Qualification Purpose:	Confirm competence in an occupational role to the standards required

### Who is this qualification for?

The qualification is designed for experienced Learning and Development practitioners currently practicing as an assessor. Individuals must have access within current role to internally quality assure assessments for qualifications, accredited programmes of study with assessments, or job related assessments in the relevant environment.

### Qualification Progression

Having gained further experience in internal quality assurance, learners with responsibility for co-ordinating/leading a team of internal quality assurers, could progress to the Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice.

Successful learners are eligible to seek employment in appropriate paid or voluntary Internal Quality Assurance roles within their specialist subject area, to internally quality assure assessments

### Entry Requirements

Learners must be a minimum of 19 years old at registration and 19 years old at certification.

## Pre-requisite(s) or other entry requirements

The recognised centre is required to conduct an initial assessment of learners to ensure that pre-requisites to registration and certification and any barriers that may disadvantage a learner under the Equality Act 2010 are considered and outcomes recorded during the application process.

Prior to registration learners are required to:

- be accurately identified
- be at least 19 years of age
- be able to undertake this assessment in English or Welsh (if available)

## Assessment Methods

The assessment methods used in this qualification are:

- Coursework (in 2 of 2 mandatory units),
- Practical Demonstration/Assignment (in 2 of 2 mandatory units)

Reasonable adjustments can be applied to these assessments in line with 1st4sport Policy Statement: Access Arrangements.

## Grading Methods

This qualification will be graded Pass / Fail.

## Qualification Structure

Learners must successfully complete all mandatory units to achieve this qualification.

### Mandatory Units

Unit ID	Unit Title	GLH
T/601/5320	Understanding the principles and practices of internally assuring the quality of assessment	45
A/601/5321	Internally assure the quality of assessment	45

### Optional Units

There are no optional units in this qualification

### Pathway Units (where applicable)

There are no pathway units in this qualification

<b>Unit Title</b>	Understanding the principles and practices of internally assuring the quality of assessment
<b>Unit Aim</b>	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.
<b>Unique Unit Number</b>	T/601/5320
<b>Unit Assessment Method(s)</b>	- Coursework - Practical Demonstration/Assignment
<b>Assessment Specification</b>	Learners must complete the assessment contained in the Learner Portfolio.

### Learning Outcome: 1. Understand the context and principles of internal quality assurance

Assessment Criteria The learner can:	Indicative Delivery Content
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	

### Learning Outcome: 2. Understand how to plan internal quality assurance of assessment

Assessment Criteria The learner can:	Indicative Delivery Content
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>	

### Learning Outcome: 3. Understand techniques and criteria for monitoring the quality of assessment internally

Assessment Criteria The learner can:	Indicative Delivery Content
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	

### Learning Outcome: 4. Understand how to internally maintain and improve the quality of assessment

Assessment Criteria The learner can:	Indicative Delivery Content
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	

### Learning Outcome: 5. Understand how to manage information relevant to the internal quality assurance of assessment

Assessment Criteria The learner can:	Indicative Delivery Content
5.1 Evaluate requirements for information management, data protection and confidentiality in relation to the internal quality assurance of assessment	

**Learning Outcome: 6. Understand the legal and good practice requirements for the internal quality assurance of assessment**

<b>Assessment Criteria</b> The learner can:	<b>Indicative Delivery Content</b>
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	



<b>Unit Title</b>	Internally assure the quality of assessment
<b>Unit Aim</b>	The aim of this unit is to assess performance of a learning development practitioner with responsibility for the internal quality assurance of assessment.
<b>Unique Unit Number</b>	A/601/5321
<b>Unit Assessment Method(s)</b>	- Coursework - Practical Demonstration/Assignment
<b>Assessment Specification</b>	Learners must complete the assessment contained in the Learner Portfolio.

Learning Outcome: 1. be able to plan the internal quality assurance of assessment	
Assessment Criteria	Indicative Delivery Content
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	

### Learning Outcome: 2. Be able to internally evaluate the quality of assessment

Assessment Criteria The learner can:	Indicative Delivery Content
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	

### Learning Outcome: 3. Be able to manage information relevant to the internal quality assurance of assessment

Assessment Criteria The learner can:	Indicative Delivery Content
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.	

**Learning Outcome: 4. Be able to manage information relevant to the internal quality assurance of assessment**

Assessment Criteria The learner can:	Indicative Delivery Content
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	

**Learning Outcome: 5. Be able to maintain legal and good practice requirements when internally monitoring and maintaining the quality of assessment**

Assessment Criteria The learner can:	Indicative Delivery Content
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	

## Qualification Conditions: Delivery and assessment requirements

To complete the delivery, assessment, and internal quality assurance of the qualification, providers will be required to adhere to the guidance set out in the Recognised Centre Handbook.

## Qualification Approval Conditions: Workforce requirements

In addition to the workforce requirements stated in the Recognised Centre Handbook, the following qualification specific requirements must be met and evidenced.

### Tutor(s):

For this qualification, the minimum requirements stated in the centre handbook apply in addition to the qualification specific requirements stated below.

- hold a recognised Introduction to Teaching qualification or Teaching qualification
- hold the Level 3 Award in Assessing Competence in the Work Environment or Level 3 Certificate in Assessing Vocational Achievement or previous recognised equivalents
- hold the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice or previous equivalent
- has internal quality assurance (IQA) experience as a qualified IQA practitioner for a minimum of two assessors
- has up-to-date working knowledge and experience of best practice in assessment and internal quality assurance
- show current evidence of CPD in assessment and internal quality assurance

They must have attended a qualification induction by the centre to orientate them into the centre specific learning and assessment programme.

### Assessor(s):

For this qualification, the minimum requirements stated in the centre handbook apply in addition to any further qualification specific requirements stated below

Assessors

- holds the Level 3 Award in Assessing Competence in the Work Environment or Level 3 Certificate in Assessing Vocational Achievement or previous recognised equivalents
- holds the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice or previous equivalent
- has internal quality assurance (IQA) experience as a qualified IQA practitioner for a minimum of two assessors.
- has up-to-date working knowledge and experience of best practice in assessment and quality assurance
- show current evidence of CPD in assessment and quality assurance

They must have attended a qualification induction by the centre to orientate them into the centre specific learning and assessment programme.

### Internal Verifier(s) and Quality Assurer(s):

For this qualification, the minimum requirements stated in the centre handbook apply in addition to any further qualification specific requirements stated below

Internal quality assurers are required to:

- hold a recognised Introduction to Teaching or Teaching qualification
- hold the Level 3 Award in Assessing Competence in the Work Environment or Level 3 Certificate in Assessing Vocational Achievement or previous recognised equivalents
- holds the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice or previous equivalent
- have relevant assessing and internal verification experience for other regulated qualifications
- have up-to-date working knowledge and experience of best practice in assessment and quality assurance
- show current evidence of CPD in assessment and quality assurance.

### Additional Qualification Requirements

The minimum venue, facility and requirements stated in the centre handbook apply.

This qualification is regulated by Ofqual (600/0272/4), CCEA and QiW (C00/0314/8 - Regulated).

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