

Qualification Overview and Unit Assessment Guidance

This qualification comprises the following two units:

Unit 1: Understanding the principles and practices of internally assuring the quality of assessment (T/601/5320)

This unit is assessed via a worksheet or professional discussion

Worksheet

This worksheet is within the Active IQ Learner Assessment Portfolio (LAP) and consists of 17 questions. You must achieve 71 or more to pass; however a minimum of 1 mark must be achieved for each question unless otherwise stated below

- a minimum of 4 marks must be achieved for question 2
- a minimum of 4 marks must be achieved for question 5
- a minimum of 4 marks must be achieved for question 8
- a minimum of 8 marks must be achieved for question 9
- a minimum of 4 marks must be achieved for question 11
- a minimum of 10 marks must be achieved for question 15

Unit 2: Internally assure the quality of assessment (A/601/5321)

Assessment

The aim of this unit is to assess your performance in assuring the quality of assessment from within an organisation or assessment centre.

All learning outcomes in this unit will be assessed using agreed methods. These methods must include:

- observation of performance (your assessor will observe you)
- examining products of work (you will submit your IQA documentation as evidence)
- questioning (this is usually covered during your assessor's observation / professional discussion)

Simulations are not allowed.

There must be valid, authentic and sufficient evidence for all the assessment criteria. Holistic assessment is encouraged and one piece of evidence may be used to meet the requirements of more than one assessment criterion.

Evidence must come from your performance in the work environment. There must be evidence of you monitoring a minimum of two assessors, each with a minimum of two learners of their own, through components of a qualification.

Suggested steps to achieve unit 2:

Step 1

You must pick two assessors to internally verify. Each assessor must be working with a minimum of two learners (4 learners in total across two assessors).

Step 2

You must complete an Internal Verification sampling plan for each assessor. The plan must detail ALL sampling that the trainee IV plans to facilitate across both assessors and the four learners. Standardised pro-formas are provided in the Learner Achievement Portfolio (LAP). However you can use your own organisation's paperwork providing it contains the same information as the LAP version.

Step 3

You must provide evidence of communicating with at least one assessor – giving them details of planned internal verification activities. A standardised pro-forma is provided in the Learner Achievement Portfolio (LAP). You can use internal communication examples, such as emails etc, but these must, broadly speaking, contain the same level of information as the pro forma versions.

Step 4

Arrange for your assessor to observe you. A standardised observation checklist is provided in the Learner Achievement Portfolio (LAP). – and this will be used by your assessor.

Step 5

Over time you must provide the following evidence to cover both assessors and four learners:

- one observation of at least one assessor
- **three** desk-based IV sampling reports to include evidence of recording feedback to the assessor, detailing professional development required.

(Standardised pro-formas are provided in the Learner Achievement Portfolio but you can use your own organisation paperwork).

Step 6

You must devise and carry out a planned standardisation activity with a minimum of two assessors and provide evidence in your portfolio as to how you ensured assessor decisions were consistent. The standardisation meeting must, therefore, include a task for the assessors to complete. You will then be able to take the task results as the basis for your standardisation results

The following are examples of the “types” of evidence that you could provide:

- clearly documented minutes of the activities and outcomes
- DVD evidence of a standardisation activity
- voice file evidence of standardisation activity
- the standardisation could be observed by your assessor

Step 7

You must complete a Personal Development Plan (PDP) detailing how you will maintain the currency of your expertise and competence in internally assuring the quality of assessment. A standardised pro-forma is provided in the Learner Achievement Portfolio (LAP).