

## **Internal Quality Assurance of Assessment Qualifications**



## Internal Quality Assurance of Assessment

The role of the Internal Quality Assurer (IQA) – formerly known as an Internal Verifier (IV) - is to ensure that assessors have the skills and knowledge to perform within their role, follow procedures and create a fair and valid assessment environment.

Assessing sits neatly within performance management. It involves coaxing out existing areas of competence whilst identifying any gaps in current skills and knowledge. It's about demonstrating that people are "up to the job" – that they can perform to the right standard within an acceptable timeframe. For this to be effective there needs to be quality assurance of the assessment process.

We can support you to achieve the following qualification:

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

This Award is the benchmark qualification for quality assuring assessment within a work place or classroom environment. It is the current qualification which replaces V1 and D34.

## Qualification Structure

To achieve this Award you will need to complete both units – one theory and two practical.

### Units

1	<b>Understanding the principles and practices of internally assuring the quality of assessment</b> The aim of this unit is to assess knowledge and understanding of the principles and practices that underpin the internal quality assurance of assessment.
2	<b>Internally assure the quality of assessment</b> The aim of this unit is to assess your performance in assuring the quality of assessment from within an organisation or assessment centre.

In order to demonstrate your competence **for units 2 you must have at least two assessors whose work you can quality assure. Each assessor must have a minimum of 2 candidates.**

## How does it work?

You will have an **initial meeting** with your personal tutor who will introduce his/herself, get to know you and your role and confirm that this is the most suitable qualification for you. This is a great opportunity for you to ask questions and gain a clear understanding of what is required. Throughout your studies your personal tutor will provide you with support and direction to develop your skills and knowledge as per your units.

A **qualification handbook** which contains a variety of useful information will be sent to you together with the **syllabus** – this is the units with much more detail about what you need to know and be able to do.

Your **induction** is probably the time when you will start to work on gaining the skills and knowledge that you need to succeed with your qualification. Your tutor will provide guidance with the process and also help you to plan how you will demonstrate this - usually through a portfolio of evidence. You will receive a **text book** to support your learning and for future reference once you are qualified.

You will discuss your learning during scheduled monthly meetings and plan your assessment and/or next steps.

Be assured that your whole programme will be tailored to meet your needs - there is unlimited telephone and email contact throughout.

### **How will you be assessed?**

Assessment is usually through a portfolio of evidence. This may include a written report, recorded discussion, answers to questions and examination of work products. Simulation is not allowed for any aspect of your portfolio.

Your evidence will include you monitoring a minimum of two assessors, each with a minimum of two Learners of their own, through components of a qualification.

When you are ready your tutor will arrange to observe you quality assuring assessment. Direct observation is a requirement for this qualification.

You will of course have the opportunity to discuss all aspects of your assessment with your tutor – including those methods most appropriate to your situation. We encourage portfolio building to be an on-going process which is shared with your tutor.

Target dates are agreed for assessment with written and verbal feedback is provided afterwards. If there is further work to do, your tutor will discuss this with you and support you in completing it.

## Entry Requirements

There are no formal entry requirements however you will need to demonstrate through your application and initial discussion that the qualification is appropriate and will satisfy your needs.

To achieve this qualification **you must have access to a minimum of two assessors each of whom has at least two candidates.** You must also have the occupational or technical skills necessary to be able to quality assure the assessment process, i.e. you need to know sufficient about what is being assessed.

Depending on your situation you may also need a qualified Internal Quality Assurer to countersign your work until you achieve your qualification.

## Duration

As this qualification is tailored to meet your requirements you can start at any time. A target completion date will be agreed to reflect your needs. As a guide, it is realistic to aim to achieve these qualifications in four to six months but it could be much shorter or longer depending on circumstances.

## Certification

Upon successful achievement of the required units you will be awarded the:

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

## Progression

Progression may be to other level 4 qualifications, perhaps in management or lifelong learning. There is a Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice for those who manage a team of IQAs.

## Fees

<b>CMI Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice</b>	<b>£725</b>
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Fees include all assessment and coaching within a 12 month period, registration and certification but are exclusive of VAT.

## Next Steps

For a no obligation chat or to request an application form please contact Helen on 07712 043483 or email [helen@helios-online.co.uk](mailto:helen@helios-online.co.uk)