

**City & Guilds Level 4 Award/Certificate in Training, Assessment and Quality Assurance
October 2026**

Qualifications: Level 4 6317- 71/72/73

Candidate Skillscan

Candidate Name	Date
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Unit 404 Understanding the Internal Quality Assurance of Assessment

For each of the statements below, mark 'YES' or 'NO' with a tick or cross in the box.

LO1 Understand the Principles and Context of Internal Quality Assurance

Do you already know:		YES	NO	Notes
1.1	The functions of internal quality assurance of assessment in learning and skills			
1.2	The key concepts and principles of the internal quality assurance of assessment			
1.3	The key roles of those involved in the internal and external quality assurance process			

1.4	The regulations and requirements for internal quality assurance in own area of practice			
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LO2 Understand How to Plan the Internal Quality Assurance of Assessment

Do you already know:		YES	NO	Notes
2.1	The importance of planning and preparing internal quality assurance activities.			
2.2	What an internal quality assurance plan should contain.			
2.3	The preparations that need to be made for carrying out internal quality assurance, including: • information collection • communications • administrative arrangements • resources			

LO3 Understand Methodologies and Criteria for Monitoring the Quality of Assessment Internally

Do you already know:		YES	NO	Notes
3.1	The different methodologies for sampling evidence of assessment, including the use of technology			
3.2	The appropriate criteria to use for judging the quality of the assessment process			

LO4 Understand How to Maintain and Improve the Quality of Assessment

Do you already know:		YES	NO	Notes
4.1	The types of feedback and guidance that assessors need to maintain and improve the quality of assessment			
4.2	The different ways in which technology can contribute to the internal quality assurance of assessment			
4.3	The ways to ensure that the quality of evidence from remote assessment is comparable to that obtained from face-to-face observations			
4.4	The standardisation requirements in relation to assessment			
4.5	The relevant procedures regarding disagreements about assessment decisions and processes			

LO5 Understand Legal and Good Practice Requirements for the Internal Quality Assurance of Assessment

Do you already know:		YES	NO	Notes
5.1	The legal and good practice guidance relevant to the internal quality assurance of assessment, relating to health, safety and wellbeing			
5.2	The requirements for information management, data protection and confidentiality in relation to the internal quality assurance of assessment			
5.3	The requirements for equality, diversity, inclusion and, where appropriate, bilingualism, in relation to the internal quality assurance of assessment			

LO6 Understand the Value of Reflective Practice in Improving the Quality of Internal Quality Assurance

Do you already know:		YES	NO	Notes
6.1	The value of reflective practice and continuing professional development in relation to internal quality assurance			

Unit 405 Conduct Internal Quality Assurance of Assessment

For each of the statements below, indicate whether you carry out the activities listed - often (O), sometimes (S) or never (N). Think about the evidence you could use.

LO1 Be Able to Plan the Assessment of Occupational Competence

Are you already involved in:		O	S	N	Possible evidence/difficulties
1.1	Planning monitoring activities according to the requirements of own role				
1.2	Making arrangements for internal monitoring activities to assure quality of assessment practice				

LO2 Be Able to Internally Quality Assure the Assessment Process

Are you already involved in:		O	S	N	Possible evidence/difficulties
2.1	Carrying out internal monitoring activities to quality requirements				
2.2	Evaluating assessor expertise and competence in relation to the requirements of their role				
2.3	The planning and preparation of assessment processes				
2.4	Determining whether assessment methods are safe, fair, valid and reliable				

2.5	Determining whether assessment decisions are made using the relevant criteria				
2.6	Comparing assessor decisions to ensure they are consistent				

LO3 Be Able to Maintain and Improve the Quality of Assessment

Are you already involved in:		O	S	N	Possible evidence/difficulties
3.1	Providing assessors with guidance and feedback, which helps them to maintain and improve the quality of assessment				
3.2	Applying procedures to standardise assessment practices and outcomes				

LO4 Be Able to Manage Information and Meet Legal and Good Practice Requirements When Internally Monitoring and Maintaining the Quality of Assessment

Are you already involved in:		O	S	N	Possible evidence/difficulties
4.1	Applying relevant policies, procedures and legislation in relation to internal quality assurance, including those for health, safety and wellbeing				
4.2	Applying legal and good practice procedures for recording, storing and reporting information relating to internal quality assurance				
4.3	Applying requirements for equality, diversity, inclusion and, where appropriate, bilingualism, in relation to internal quality assurance				
4.4	Critically reflecting on own practice in internally assuring the quality of assessment				
4.5	Identifying professional development opportunities to maintain occupational competency				

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Unit 406 Lead Internal Quality Assurance of Assessment Practice

For each of the statements below, indicate whether you carry out the activities listed - often (O), sometimes (S) or never (N). Think about the evidence you could use.

LO1 Be Able to Produce a Teamwork Plan for Activities Relating to Internal Quality Assurance of Assessment Practice

Are you already involved in:		O	S	N	Possible evidence/difficulties
1.1	Explaining your own role in the quality assurance of assessment practice				
1.2	Identifying the expertise and competence of a team				
1.3	Explaining priorities and success criteria needed for the team				
1.4	Producing a work plan for internal quality assurance of assessment practice				

LO2 Be Able to Allocate and Agree Responsibilities With Team Members

Are you already involved in:		O	S	N	Possible evidence/difficulties
2.1	Identifying team members' responsibilities for internal quality assurance				
2.2	Agreeing responsibilities and SMART (Specific, Measurable, Achievable, Realistic and Time-bound) objectives with team members				

LO3 Be Able to monitor the Progress and Quality of Internal Quality Assurance of Assessment Practice and Provide Feedback

Are you already involved in:		O	S	N	Possible evidence/difficulties
3.1	Identifying ways to monitor progress and quality of work				
3.2	Monitoring and evaluating progress against agreed standards				
3.3	Providing appropriate and timely feedback to team members				
3.4	Reflecting on own performance as LIQA				

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LO4 Be Able to Review and Amend Plans of Work for Own Area of Responsibility and Communicate Changes

Are you already involved in:		O	S	N	Possible evidence/difficulties
4.1	Reviewing and amending work plans as appropriate				
4.2	Communicating with team members the results of the review				

Feedback and discussion

Date	Assessor Signature
Date	Candidate Signature