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1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com

City & Guilds Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (QCF) 501/1680/0

OVERVIEW

The primary and other outcomes that the qualification supports, and how it supports them.

The qualification is awarded on successful completion 3 compulsory units. Each unit has specific outcomes which will support the learner to operate as the Internal Quality Assurance officer for vocation qualifications.

1. Understanding the principles and practices of internally assuring the quality of assessment

The learning involved in achieving this unit will develop the following outcomes:

- Understand the context and principles of internal quality assurance
- Understand how to plan the internal quality assurance of assessment
- Understand techniques and criteria for monitoring the quality of assessment internally
- Understand how to internally maintain and improve the quality of assessment
- Understand how to manage information relevant to the internal quality assurance of assessment
- Understand the legal and good practice requirements for the internal quality assurance of assessment

2. Internally assure the quality of assessment

The learning involved in achieving this unit will develop the following outcomes:

- Be able to plan the internal quality assurance of assessment
- Be able to internally evaluate the quality of assessment
- Be able to internally maintain and improve the quality of assessment
- Be able to manage information relevant to the internal quality assurance of assessment
- Be able to maintain legal and good practice requirements when internally monitoring and maintaining the quality of assessment

3. Plan, allocate and monitor work in own area of responsibility

The learning involved in achieving this unit will develop the following outcomes:

- Be able to produce a work plan for own area of responsibility
- Be able to allocate and agree responsibilities with team members

- Be able to monitor the progress and quality of work in own area of responsibility and provide feedback
- Be able to review and amend plans of work for own area of responsibility and communicate changes.

The Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice is for practitioners who head up the internal quality assurance process within an FE College or Training Provider and have responsibility for managing the quality of the assessment process, assessment practice and the performance of assessors.

They may also develop systems and lead on visits from outside agencies such as vocational awarding organisations.

The qualification provides the opportunity for the learner to develop and improve their practice as well as achieving a professional qualification for their role in internal quality assurance.

The minimum age for learners is 18 years old.

There are now formal entry requirements for learners undertaking this qualification. However, it is the responsibility of the centre to ensure that learners have the skills, potential and opportunity to gain the qualifications successfully.

This is a QCF qualification.

A description of what the qualification can lead to

This qualification can help learners to progress their career as a:

- Qualified Internal Quality Assurer (IQA)
- Qualified Lead Internal Quality Assurer

Learners may also choose to progress onto one of the following related but larger qualifications:

City & Guilds Level 4 Diploma in Learning and Development (600/2773/3)

City & Guilds Level 4 Certificate in Education and Training (601/0253/6)

City & Guilds Level 5 Diploma in Education and Training (601/0254/8)

Employers who support the qualification

- **Jane Pool**
Manager, Hartpury Business, Hartpury College, Gloucestershire, GL19 3EB
- **Carol Clark**
Career Support Co-ordinator / Vocational Education Lead, University Hospital Southampton

- **Audrey Fairgrieve**
Assistant Performance Manager, Oxfordshire Skills and Learning Service,
Oxfordshire County Council
- **Karen Gray**
Managing Director, Simply Training & Services Ltd, Chichester
- **Iffat Chaudhry**
Head of Teacher Training, East London College