



Defence Awarding
Organisation

Qualification Handbook

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

QN: 601/4749/0

The Qualification

Overall Objective for the Qualifications

This handbook relates to the following qualification:

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

Pre-entry Requirements

Learners who are taking this qualification will need to be working within a RQF quality assurance environment

Unit Content and Rules of Combination

This qualification is made up of a total of 2 Mandatory units. To be awarded this qualification the candidate must achieve a total of 12 credits as shown in the table below.

Mandatory Units				
Unit Reference Number	Unit Title	Level	Credit Value	GLH
D/506/7689	Internally assure the quality of assessment	4	6	45
R/506/7687	Understand the principles and practices of internally assuring the quality of assessment	4	6	45

Age Restriction

This qualification is available to learners aged 18 years and over.

Opportunities for Progression

This qualification creates a number of opportunities for progressions are to Level 4 in Relief Operations.

Exemption

No exemptions have been identified.

Qualification Units

URN:	D/506/7689
Title:	Internally assure the quality of assessment
Level:	4
Credit value	6
GLH	45
Learning outcomes	Assessment criteria
The learner will:	The learner can:
1 Be able to plan the internal quality assurance of assessment	<p>1.1 Plan monitoring activities according to the requirements of own role</p> <p>1.2 Make arrangements for internal monitoring activities to assure quality</p>
2 Be able to internally evaluate the quality of assessment	<p>2.1 Carry out internal monitoring activities to quality requirements</p> <p>2.2 Evaluate assessor expertise and competence in relation to the requirements of their role</p> <p>2.3 Evaluate the planning and preparation of assessment processes</p> <p>2.4 Determine whether assessment methods are safe, fair, valid and reliable</p> <p>2.5 Determine whether assessment decisions are made using the specified criteria</p> <p>2.6 Compare assessor decisions to ensure they are consistent</p>
3 Be able to internally maintain and improve the quality of assessment	<p>Provide assessors with feedback, advice and support, including professional development opportunities, which help them to maintain and improve the quality of assessment</p> <p>3.1</p> <p>3.2 Apply procedures to standardise assessment practices and outcomes</p>
4 Be able to manage information relevant to the	4.1 Apply procedures for recording, storing and reporting

internal quality assurance of assessment	<p>information relating to internal quality assurance</p> <p>4.2 Follow procedures to maintain confidentiality of internal quality assurance information</p>
5 Be able to maintain legal and good practice requirements when internally monitoring and maintaining the quality of assessment	<p>Apply relevant policies, procedures and legislation in</p> <p>5.1 relation to internal quality assurance, including those for health, safety and welfare</p> <p>Apply requirements for equality and diversity and, where</p> <p>5.2 appropriate, bilingualism, in relation to internal quality assurance</p> <p>5.3 Critically reflect on own practice in internally assuring the quality of assessment</p> <p>5.4 Maintain the currency of own expertise and competence in internally assuring the quality of assessment</p>
Additional information about the unit	
Unit purpose and aim(s)	
Unit expiry date	31 Oct 2019
Assessment requirements specified by a sector or regulatory body (if appropriate)	To be assessed in the workplace, in a training environment or through a realistic simulated experience
Name of the organisation submitting the unit	Defence Awarding Organisation
Availability for use	Restricted

URN:	R/506/7687
Title:	Understand the principles and practices of internally assuring the quality of assessment
Level:	4
Credit value	6
GLH	45
Learning outcomes	Assessment criteria
The learner will:	The learner can:
1 Understand the context and principles of internal quality assurance	<p>1.1 Explain the functions of internal quality assurance in learning and development</p> <p>1.2 Explain the key concepts and principles of the internal quality assurance of assessment</p> <p>1.3 Explain the roles of practitioners involved in the internal and external quality assurance process</p> <p>1.4 Explain the regulations and requirements for internal quality assurance in own area of practice</p>
2 Understand how to plan the internal quality assurance of assessment	<p>2.1 Evaluate the importance of planning and preparing internal quality assurance activities</p> <p>2.2 Explain what an internal quality assurance plan should contain</p> <p>Summarise the preparations that need to be made for internal quality assurance, including:</p> <p>2.3</p> <ul style="list-style-type: none"> • information collection • communications • administrative arrangements • resources
3 Understand techniques and criteria for monitoring the quality of assessment internally	<p>3.1 Evaluate different techniques for sampling evidence of assessment, including use of technology</p> <p>3.2 Explain the appropriate criteria to use for judging the quality of the assessment process</p>
4 Understand how to internally maintain and improve the quality of assessment	<p>Summarise the types of feedback, support and advice that</p> <p>4.1 assessors may need to maintain and improve the quality of assessment</p> <p>4.2 Explain standardisation requirements in relation to assessment</p> <p>4.3 Explain relevant procedures regarding disputes about the quality of assessment</p>
5 Understand how to manage information relevant to the internal quality assurance of assessment	<p>Evaluate requirements for information management, data</p> <p>5.1 protection and confidentiality in relation to the internal quality assurance of assessment</p>

<p>6 Understand the legal and good practice requirements for the internal quality assurance of assessment</p>	<p>Evaluate legal issues, policies and procedures relevant to</p> <p>6.1 the internal quality assurance of assessment, including those for health, safety and welfare</p> <p>6.2 Evaluate different ways in which technology can contribute to the internal quality assurance of assessment</p> <p>Explain the value of reflective practice and continuing</p> <p>6.3 professional development in relation to internal quality assurance</p> <p>Evaluate requirements for equality and diversity and,</p> <p>6.4 where appropriate, bilingualism, in relation to the internal quality assurance of assessment</p>
<p>Additional information about the unit</p>	
<p>Unit purpose and aim(s)</p>	
<p>Unit expiry date</p>	<p>31 Oct 2019</p>
<p>Assessment requirements specified by a sector or regulatory body (if appropriate)</p>	<p>To be assessed in the workplace, in a training environment or through a realistic simulated experience</p>
<p>Name of the organisation submitting the unit</p>	<p>Defence Awarding Organisation</p>
<p>Availability for use</p>	<p>Restricted</p>