

1st4sport Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice



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Qualification Specification

Qualification Overview:	This qualification is designed to provide learning and development practitioners with a qualification to confirm competency of their Internal Quality Assurance of Assessment Practice.						
Qualification Code:	600/0272/4	Level:	4	Age:	19+	Registration Period:	3 years
Guided Learning (GL):	90 hrs	Total Qualification Time (TQT):	120 hrs	Credit Value:	12	Operational From:	01 January 2011
Progression Opportunities:	Successful learners are eligible to seek employment in appropriate paid or voluntary Internal Quality Assurance roles within their specialist subject area, to internally quality assure assessments.						

Qualification Objective
What does this qualification cover?
This qualification is designed to provide learning and development practitioners with a qualification to confirm competency of their Internal Quality Assurance of Assessment Practice.
Who is the qualification for?
The qualification is designed for experienced Learning and Development practitioners currently practicing as an assessor. Individuals must have access within current role to internally quality assure assessments for qualifications, accredited programmes of study with assessments, or job related assessments in the relevant environment.
Who supports this qualification?
The qualification is recognised as the industry standard vocational skills assessing qualification for the further education and skills sector by the Education & Training Foundation.
Qualification Progression
What future education could this qualification lead to?
Having gained further experience in internal quality assurance, learners with responsibility for co-ordinating/leading a team of internal quality assurers, could progress to the <i>Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice</i> .
What future employment could this qualification lead to?
Successful learners are eligible to seek employment in appropriate paid or voluntary Internal Quality Assurance roles within their specialist subject area, to internally quality assure assessments

Qualification Achievement
Entry Requirements for the Qualification
Prior to registration learners are required to: <ul style="list-style-type: none"> • be accurately identified • be 19 years of age or over • be able to communicate effectively in English (this includes listening, speaking, reading and writing) • hold an assessing qualification • have access to internal quality assurance opportunities <p>There are no additional prerequisites to certificate.</p>
How is the Qualification Achieved?
To achieve the qualification, learners are required to have, in summary, assessed evidence of: <p>All IQA interventions undertaken by the trainee IQA must be of assessments taking place with genuine learners being assessed through components of a qualification. No simulations are permitted.</p> <ul style="list-style-type: none"> • an appropriate knowledge and understanding of internal quality assurance, which will be assessed via performance, tasks and assignments. • produce or review an IQA strategy and provide a rationale • produce or review a sampling plan with a rationale • individual IQA plans for two assessors, assessing two learners each (four learners in total) • delivery of the IQA interventions of the two assessors and outcome paperwork and IQA reports • self-evaluation of IQA practice

What will be assessed?

Learners must:

- complete a series of written tasks contained within the Learner Portfolio
- produce or review an IQA strategy and provide a rationale
- produce or review a sampling plan with a rationale
- plan and delivery of the IQA interventions

Further information is available within the Qualification Handbook for this qualification.

How will it be assessed?

This qualification contains a range of units to be completed by the learner. Each unit is comprised of a number of learning outcomes and identified assessment criteria to be completed.

Learning Outcomes that begin ‘The learner will **understand...**’ will be assessed through theory based activities.

Learning Outcomes that begin ‘The learner will **be able to...**’ are assessed through practical activities.

For example:

Learning outcomes The learner will:	Assessment criteria The learner can:
1 understand how to ensure participants’ safety during sport specific coaching sessions	1.1 describe the health and safety requirements that are relevant to planned sport-specific activities and competition.
	1.2 describe how to structure coaching sessions to minimise the risk of injury to participants.
2 be able to prepare resources for the coaching session	2.1 ensure that the identified resources meet the requirements of the activity.

Qualification Delivery

What workforce is needed to be able to deliver this qualification?

The recognised centre is required to have a qualified and competent qualification workforce in place which includes as a minimum.

- a qualification administrator
- a qualification coordinator
- an appropriately qualified tutor; examples of accepted qualifications: *Level 3 Award in Education and Training; Level 3/4 Award in Preparing to Teach in the Lifelong Learning Sector (PTLLS); 1st4sport Level 3 Award in Delivering Learning (L3ADLQ); 1st4sport Level 3 Certificate in Tutoring Sport (CTS); Level 4 Certificate in Education and Training; Level 5 Diploma in Education and Training; Level 3/4 Certificate in Teaching in the Lifelong Learning Sector (CTLLS); Level 5 Diploma in Teaching in the Lifelong Learning Sector (DTLLS); Post Graduate Certificate in Education*
- an appropriately qualified assessor; examples of accepted qualifications: *Level 3 Award in Assessing Vocationally Related Achievement; Level 3 Certificate in Assessing Vocational Achievement; A1 Assess candidate performance using a range of methods.*
- an appropriately qualified internal quality assurer (IQA); examples of accepted qualifications: *Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice; Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice; 1st4sport Level 3 Certificate in Internal Verification Practice in Sport (CIVPS); V1 Conduct internal quality assurance of the assessment process.*

Further information on workforce requirements are available from 1st4sport Qualifications on request.

What facilities are needed to be able to deliver this qualification?

The recognised centre is required to have one or more delivery sites which contain facilities to support the programme of learning and assessment. These must comply with accepted health and safety practices and have in place appropriate access arrangements. All training and/or assessment sites must include the following facilities:

- a suitable classroom facility/ lecture room

The practical assessments are carried out in the learners own work environment, which must also comply with accepted health and safety practices.

The environment must be conducive to learning; lighting, temperature and noise levels must be appropriate to learner needs.

What equipment is needed to be able to deliver this qualification?

The recognised centre is required to have equipment in place to facilitate the full programme of learning and assessment which must comply with accepted health and safety practice and must include:

- power point projector
- interactive white board
- white board and pens
- flip chart and pens

What qualification materials support this qualification?

This qualification is supported by a number of additional documents which must be read by all relevant personnel within recognised centres approved to offer this qualification. These include the *1st4sport Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice*:

- *Qualification Handbook*, detailing the 1st4sport Qualification Approval Conditions and the Delivery, Assessment and Quality Assurance Approach for this qualification
- *Unit Specifications*, detailing the Learning Outcomes and Assessment criteria for the qualification
- *Learner Portfolio*, containing a series of pre-standardised assessment tools and templates to support the learner's achievement of the qualification.
- *Delivery, Assessment and Quality Assurance Approach*, detailing the recommended learning programme, exemplar assessment answers and levels of attainment and guidance to the internal quality assurance

How much does this qualification cost?

Qualification registration and certification fees are available from 1st4sport Qualifications on request. Centres need to factor in facility and workforce costs in order to determine a Qualification Fee for learners.

How to apply to deliver this qualification

Contact 1st4sport Qualifications, requesting qualification approval for the *1st4sport Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice*.

Tel: 0113 290 7610

Email: enquiries@1st4sportqualifications.com

Website: www.1st4sportqualifications.com

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The Excellence Gateway
Website: http://www.et-foundation.co.uk Enquiries email: enquiries@etfoundation.co.uk Telephone: 0800 093 9111

UK Coaching
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SkillsActive
Website: www.skillsactive.com Telephone: 0330 004 0005
Ofqual
Website: www.gov.uk/government/organisations/ofqual Enquiries email: public.enquiries@ofqual.gov.uk Telephone: 0300 303 3344

Qualification Structure (Rule of Combination)					
Learners must successfully achieve both mandatory units to achieve the qualification.					
Mandatory Units					
Unit Title	Level	Credit	GL	Reference	Assessment Method(s)
Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	4	6	45	T/601/5320	Written Tasks, Observation
Internally Assure the Quality of Assessment	4	6	45	A/601/5321	Written Tasks, Observation

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