

Abu Dhabi Centre for Technical and Vocational Education and Training
Internal Verification
Qualification title: Level 5 Diploma in Quality Assurance in Qualifications
Qualification code: PQPF90050114

Qualification structure

Qualification Type: Principal Qualification	Discipline: P	Sector: F90	Level: 5	No in series: 01	Year of approval: 14
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Credit value: 32 Credit hours	Certification requirement: 7 Core Units
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Qualification aims

The aim of the Diploma in Quality Assurance in Qualifications is to give a depth of knowledge, skills and application regarding quality assurance of qualifications to learners who are practitioners in the workplace. The qualification addresses the knowledge, skills and understanding a quality assurance practitioner is required to have for the internal and external quality assurance of qualifications that form the whole or part of their work role.

Qualification units

Core units

Unit code:	Unit no:	Unit title:	Level:	Credit value:
OF900500112	1	Prepare for assessment	5	4
OF900500212	2	Conduct assessment	5	4
OF900500312	3	Make and record assessment decisions	5	4
PF900500112	4	Understand internal verification of assessment	5	5
PF900500212	5	Internally assure the quality of assessment	5	5
PF900500312	6	Understand external verification	5	5
PF900500412	7	Externally assure the quality of assessment	5	5

Specialist units

Unit code:	Unit no:	Unit title:	Level:	Credit value:

Optional units

Unit code:	Unit no:	Unit title:	Level:	Credit value:

Prerequisites

Entry requirements	Requirements
<p>Learners will require the following skills for completion of this unit as follows: Analytical skills, communication skills, effective business relationships, information management skills, presentation skills, research and data collection skills, relate to people from diverse backgrounds, and diverse abilities. The unit is open to candidates of either gender and there are no entry barriers on grounds of race, creed or previous academic attainment or learning. There should be equality of access for candidates</p>	<ul style="list-style-type: none"> • IELTS level 5.0 is preferred • Level of knowledge, skill and performance of quality assurance on entry is minimum requirement • Functional IT skills would be an advantage • Assessor Award, D32, 33, 36 or A1 or equivalent <p>Credit transfer is available as published.</p>

<p>and candidates must be enabled and supported to undertake this qualification. All institute staff involved in the assessment or delivery of these qualifications should understand learner’s requirements and through initial assessment, match them to the needs and capabilities before entering learners as candidates for this qualification.</p>		
Qualification pathways		
This Qualification		Pathways
Copyright and ownership		Modification history
Copyright of units, Intellectual Property Rights and ownership of the qualification will be owned by ACTVET.		Release no: 1 Previous code:
		Comment: New code:
National Occupational Standards		Not available

Abu Dhabi Centre for Technical and Vocational Education and Training
 Internal Verification
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 Qualification code: PQPF90050114

Qualification overview

This qualification is suitable for	Learners should be working in the field of and have background knowledge of the assessment, training, learning and development, quality or internal verification of quality assured and controlled processes profession as a minimum requirement.
Target market	The target market for this qualification is office administrators and business administrators, managers, generalists, small company owners and staff with an administration role.
Job activities/tasks	The core component of this unit contains competencies in: the knowledge and understanding of an internal verifier practitioner requires to have for the internal quality assurance of assessment in learning that forms the whole or part of their work role.
Work context/conditions	This unit is for any individual who is, or wishes to be involved assessment, training, learning and development, quality or internal verification of quality assured and controlled processes.
Example employers	Government organisations. Private sector employers.
Example jobs	Related occupations
Training manager Developer of qualifications Assessor Internal Verifier Quality Assurance Manager	Persons with responsibility in this field.
Professional association:	International professional association such as Chartered Institute of Management.

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Delivery and Assessment

Mode of delivery	
<p>Mode of delivery will be classroom or any other mode of delivery that meets the needs of the learner, ensuring learner has access to appropriate resources. It is strongly advised that learning and development of subject content and associated skills be referenced to real vocational situations in an office environment.</p>	
Arrangements for learners with special assessment requirements	
<p>Arrangements for learners with special assessment requirements may need to be adapted to meet;</p> <ul style="list-style-type: none"> • language requirements • cultural or religious requirements • physical disabilities • particular learning needs. 	
Trainer qualifications	
<p>Training of learners will be by qualified Licensed Vocational Trainers who meet the requirements for employment in an ACTVET licensed institute and hold the required qualifications of Licensed Vocational Trainer (proposed). Licensed Vocational Trainers should be qualified and have recent experience of work in office environments. The trainer will comply with all licensing and accreditation requirements for an ACTVET Licensed Trainer.</p>	
Training methods	
<p>Licensed Vocational Trainers must use appropriate methods of training for classroom environment that reflects the vocational requirements of a workplace setting. Learning must be paced to meet the learner’s needs, preferred style of learning and is taught at a level where all learners comprehend the concepts trained.</p>	
Assessment	
<p>Assessment will be in classroom environment conducted by Assessors who meet the requirements for employment in an ACTVET licensed institute and hold the required qualifications of Licensed Vocational Assessor. Assessment methodology will be selected to utilise the most appropriate methods of assessment for the knowledge or skill involved and will be tailored to meet the requirements of the Unit Standards. Assessors must take into consideration any special assessment arrangements for learners to ensure learners are not disadvantaged in the assessment process.</p>	<p>Assessors must have:</p> <ul style="list-style-type: none"> • licensed Vocational Assessor qualifications or similar • applied industrial experience • assessment practices that meet QFEmirates National Standards of assessment • regular professional development practices.

Assessment methods	
<p>All assessment methods must use the appropriate assessment methods to assess knowledge and skill. There must be fair, valid, reliable, authentic and sufficient evidence for all assessment criteria.</p> <p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this qualification:</p> <ul style="list-style-type: none"> • assessment of written reports summarising results of candidate skills assessment and selection outcomes • observation of techniques • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • oral or written questioning • review of authenticated documents from the workplace or training environment • review of testimony from team members, colleagues, supervisors, managers, clients or candidates. 	
Assessor decisions will make assessments that will be coded according to the following schedule:	Code to be inserted on record sheet
<p>Observation of the candidate by the assessor (Role play scenarios included)</p> <p><i>Examination of the evidence by the assessor:</i></p> <p>Examination of a product</p> <p>Examination of the witness/expert testimony</p> <p>Examination of a case history</p> <p>Examination of a personal statement</p> <p>Examination of written answers to questions</p> <p><i>Questioning of the candidate or witness by the assessor:</i></p> <p>Questioning of the candidate</p> <p>Questioning of the witness</p> <p>Professional Discussion</p> <p>Realistic working environment</p> <p>Simulation</p>	<p>O</p> <p>EP</p> <p>EWT</p> <p>ECH</p> <p>EPS</p> <p>EWQ</p> <p>QC</p> <p>QW</p> <p>PD</p> <p>RWE</p> <p>S</p>
Verifier	Vocational verifiers must have:
<p>The Verifier will observe Assessors carrying out assessments, review assessment decisions from the evidence provided and hold meetings with the assessment team to ensure consistency in the use of paperwork and interpretation of the qualification's requirements. Verifiers will ensure that learner tracking of registration for qualifications, assessment decisions and achievement, are recorded and maintained accurately and timely and are open to scrutiny.</p>	<ul style="list-style-type: none"> • verifier qualifications or similar • applied industrial experience • verification practices that meet NQEmirates National Standards of verification • regular professional development practices • ability to manage the learner's work environment for the verification process • ability to evidence standardisation processes

Verification method	
Assessment and verification process will conform to the following:	
<ul style="list-style-type: none"> • Institute systems for learner, assessment and verification are unified. • Qualified Assessors must be used for all assessment. • Learner’s achievement is evidenced and recorded. • Learner is included in the assessment decision making process. • Assessment of learner’s achievement is evidenced by best practice. • Assessment takes into account diversity and language differences. • Assessment of learner’s achievement is tracked and recorded. • Learner will be able to compile their portfolio using their preferred technology. • Assessment uses valid, fair, authentic and reliable practice and reduces barriers to assessment. 	<ul style="list-style-type: none"> • Evidence collection makes efficient use of assessment opportunities and work production. • Licensed Vocational Verifiers must be used for all verifications. • Verification of learner’s achievement is evidenced by best practice. • Verification of learner’s achievement is tracked and recorded. • Standardisation of assessment and verification processes are evidenced • Evidence of sharing of learner, assessor and verifier best practice. • Evidence that complaints are addressed, recorded and solved effectively. • National Industry Sector Classification Code (SIC) to classify units and qualifications as per the guidance in the QFEmirates handbook.
Assessing and grading	
<p>This qualification is a knowledge, skills and application qualification. Assessment should, where possible, take a holistic approach. Assessment in one unit can be used as the assessment for another, if the assessed piece of work covers the criteria in the units. Assessment must be accessible for learners and the process of assessment as simple as possible. Learners must demonstrate competence by producing a portfolio of evidence.</p> <p>This qualification is examined in two ways: assessment of performance and underpinning knowledge. All performance is assessed by an assessor against the performance criteria and recorded in the Cumulative Assessment Record. Competence recognises all qualification requirements have been achieved. Not yet competent means all requirements have been attempted but yet to be achieved, insufficient evidence means all requirements have not been attempted. Underpinning knowledge is examined that more than 80% of the predetermined marking criteria should be met.</p> <p>This qualification is internally assessed by qualified Assessors and verified by Qualified Internal and External Verifiers of Approved Provider status institutions. Simulations in assessment are not recommended will require prior approval from the External Verifier.</p>	
Learner evidence	
Learners must demonstrate knowledge and skill achievement in a presented portfolio.	
Integrated assessment	
Opportunities for integrated assessment are possible between units 1 and 2.	

Risk in assessment

The learner's work environment needs proper management and risk management analyses. The following risks will be observed in the training, assessment and verification phases:

- health and safety
- stressing the learner
- inauthentic evidence/collation/unjustifiable support to the learner
- over-assessment
- potential of unfairness to the learner
- failing to meet assessment strategy of a qualification.

Appeals procedure

In the event that a learner judges that he is being unfairly considered in the assessment or verification process he has the right to appeal using the recognised appeals procedure and documentation (not included in this submission).

In the event that an assessor judges that he is being unfairly considered in the assessment or verification process he has the right to appeal using the recognised appeals procedure and documentation.

Abu Dhabi Centre for Technical and Vocational Education and Training
Internal Verification
Qualification title: Level 5 Diploma in Quality Assurance in Qualifications
Qualification code: PQPF90050114

Unit: 1
Unit title: Prepare for assessment
Unit code: OF90050112
Assessing

Level: 5	Credit value: 4	Notional learning hours: 60 hours
Unit Information		
Unit description of content		
<p>This unit describes the performance outcomes, skills and knowledge required to plan and organise the assessment process, including recognition of prior learning (RPL), in a competency-based assessment system. It also includes the development of simple assessment instruments. This unit typically applies to assessors and workplace supervisors with assessment planning responsibilities; and trainers or other assessors responsible for planning assessment, including RPL. The unit is suitable for those organisations with an existing assessment strategy which documents the overall framework for assessment.</p>		
Information for learning and achievement		
<p>The unit requires learners to demonstrate and achieve the key required skills and knowledge embedded in the unit including planning of administrative arrangements, resources required and collection of information before an assessment. This unit is a knowledge, skill and application unit. Learners must attempt all aspects of the unit requirements and demonstrate achievement in all aspects of evidence requirements. It is strongly advised that learning and development of knowledge and associated skills be referenced to real vocational situations in the workplace. Evidence must be at the level required by the unit standard and all related criteria. Candidates must contribute to group work by playing a role of both individuals as well as team members in varied roles and parts in group activities. Groups must perform as a group but individuals within the group must perform different tasks to demonstrate achievement of evidence requirements.</p>		
Assessment strategy		
<p>Assessment of the evidence requirements, to confirm that learning outcomes have been met, is considered holistically where evidence in one unit or learning outcome may provide the evidence for other units and learning outcome.</p> <p>This qualification is examined in two ways: assessment of underpinning knowledge and performance.</p> <p>Underpinning knowledge is examined so that more than 80% of the predetermined marking criteria must be met.</p> <p>Performance is assessed by an assessor in the workplace against the performance criteria and recorded in the Cumulative Assessment Record. ‘Competent’ recognises all unit criteria have been achieved. ‘Not yet competent’ means all criteria have been attempted but yet to be achieved, ‘insufficient evidence’ means not all criteria have been attempted.</p> <p>This qualification is internally assessed by qualified Assessors and verified by Qualified Internal and External Verifiers of Approved Provider status institutions. Simulations in assessment are not recommended and will require prior approval from the External Verifier.</p> <p>Assessment of this unit is achievable in the work environment. Assessment can include role play, scenario setting, drama, presentations, written material, notes, checklists, lists, statements, comparative charts, diagrammes, review of portfolios of evidence, or review of testimony.</p>		

Recording and storing of learner achievement
Keep evidence of learner's work in the centre for up to one year. Maintain learning logs and evidence of professional development. Maintain learner portfolios of work as evidence of achieving learning outcomes.

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Internal Verification
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Unit: 1
Unit title: Prepare for assessment
Unit code: OF90050112
Assessing

Level: 5	Credit value: 4	Notional learning hours: 60 hours
Assessment criteria: Knowledge, skills and application (KSA)		
Learning outcomes		
Learning outcome 1: Be able to determine the assessment approach		
Performance criteria: 1.1. Purposes and context of candidate's assessment/RPL are identified and confirmed with relevant people according to legal, organisational and ethical requirements. 1.2. Benchmarks and assessment guidelines for assessment/RPL are identified and accessed.		
Learning outcome 2: Be able to prepare the assessment plan		
Performance criteria: 2.1. Evidence and types of evidence needed are determined to demonstrate competence, according to the rules of evidence. 2.2. Assessment methods for the context are selected to support the collection of defined evidence. 2.3. Assessment plan is documented and confirmed with relevant personnel for all aspects.		
Learning outcome 3: Be able to prepare for assessment		
Performance criteria: 3.1. Organisational, legal and ethical requirements for planning and conducting assessment with relevant people are confirmed and interpreted. 3.2. Assessment tools are accessed to confirm suitability of the requirements of evidence to be collected. 3.3. Material and physical resource requirements are identified and arranged to meet assessment system. 3.4. Specialist or irregular support required for assessment is provided. 3.5. Assessment plan details are explained, discussed and agreed with candidates.		
Learning outcome 4: Be able to develop assessment instruments		
Performance criteria: 4.1. Assessment instruments for observation, product evidence and questioning are developed to meet target group needs. 4.2. Available assessment instruments are analysed for their suitability for use and modified as required. 4.3. Assessment instruments are mapped against unit or course requirements. 4.4. Instructions for candidates about the use of the instruments are written clearly. 4.5. Assessment instruments are piloted to validate content and applicability, and outcomes recorded.		
Evidence guideline		
<ul style="list-style-type: none"> ▪ Formative evidence for this unit can be written, oral or diagrammatic, as directed for given situations. ▪ Formative evidence ought to assist learners to learn and increase performance to reach summative assessment requirements. 		

- Summative assessment is project based from real live work situations. Simulation is only permissible with the written approval of the Internal Verifier.
- Learners should demonstrate no less than 80% of the requirements for the summative assessment.
- Re submissions are permissible.

Evidence requirements

1. Learners determine the assessment approach and evidence with a report on purposes and context of candidates' assessment/RPL within the organisation and benchmarks with assessment guidelines.
2. Learners prepare the assessment plan and evidence with a report on rules of evidence, types of evidence required, assessment method and documentation and approval of assessment plan.
3. Learners prepare for assessment and evidence with a report on requirements for planning and conducting assessment, assessment tools, specialist or irregular support required for assessment, and explanation and communication regarding the assessment plan with candidates.
4. Learners develop assessment instruments and evidence with a report on the selection, validation and use of assessment instruments and instructions written for the candidate.
5. Learners review own work and identify performance improvement strategies.

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Unit: 1
Unit title: Prepare for assessment
Unit code: OF90050112
Assessing

Mapping of CoreLife Skills

Elements	Performance Criteria	Collecting, analysing, organising and applying information in a given context	Communicating information, concepts and ideas	Initiating and organising self and activities, including motivation, exploration and creativity	Working with others in teams including leadership	Solving problems including using mathematical ideas and techniques	Applying information and communication technology	Participating in social and civic life including ethical practice
1	1.1	X	X	X	X			X
	1.2	X	X	X	X		X	X
2	2.1	X	X			X		
	2.2	X	X			X	X	
	2.3	X	X	X	X			
3	3.1	X		X	X		X	X
	3.2	X	X	X	X	X	X	
	3.3		X	X			X	
	3.4		X	X	X			
	3.5	X	X	X	X	X		
4	4.1	X	X	X	X		X	
	4.2	X	X	X			X	
	4.3	X	X	X				
	4.4	X	X	X			X	
	4.5	X	X	X			X	

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Unit: 2
Unit title: Conduct assessment
Unit code: OF900500212
Assessing

Level: 5	Credit value: 4	Notional Learning hours: 60 hours:
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Unit Information

Unit description of content

This unit is to provide the skills, knowledge and practical competencies required by staff working within a learning environment whose primary role is to function as assessors. The unit covers the requirements necessary in assessing candidates against agreed standards of competency using a range of assessment methods; giving candidates feedback on assessment decisions and contributing to the internal quality assurance process of assessment.

Information for learning and achievement
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This unit is a knowledge, skill and application unit (KSA). Learners must attempt all aspects of the unit requirements and demonstrate achievement in all aspects of evidence requirements. It is strongly advised that learning and development of knowledge and associated skills be referenced to real vocational situations in the workplace. Evidence must be at the level required by the unit standard and all related criteria. Candidates must contribute to group work by playing a role of both individuals as well as team members in varied roles and parts in group activities. Groups must perform as a group but individuals within the group must perform different tasks to demonstrate achievement of evidence requirements.

Assessment strategy

Assessment of the evidence requirements, to confirm that learning outcomes have been met, is considered holistically where evidence in one unit or learning outcome may provide the evidence for other units and learning outcome.

This qualification is examined in two ways: assessment of underpinning knowledge and performance.

Underpinning knowledge is examined so that more than 80% of the predetermined marking criteria must be met.

Performance is assessed by an assessor in the workplace against the performance criteria and recorded in the Cumulative Assessment Record. ‘Competent’ recognises all unit criteria have been achieved. ‘Not yet competent’ means all criteria have been attempted but yet to be achieved, ‘insufficient evidence’ means not all criteria have been attempted.

This qualification is internally assessed by qualified Assessors and verified by Qualified Internal and External Verifiers of Approved Provider status institutions. Simulations in assessment are not recommended and will require prior approval from the External Verifier.

Assessment of this unit is to be conducted in workplace environment. Assessment can include role play, scenario setting, drama performance, presentations, written material, reports, checklists, lists, statements, comparative charts, posters, portfolios and diagrammes.

Recording and storing of learner achievement

Keep evidence of learner’s work in the Centre for up to one year.
Encourage learners to maintain learning logs and evidence of professional development.
Ensure learners maintain portfolios of work as evidence of achieving learning outcomes.

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Unit: 2
Unit title: Conduct assessment
Unit code: OF900500212
Assessing

Level: 5	Credit value: 4	Notional Learning hours: 60 hours:
Assessment criteria: Knowledge, skills and application (KSA)		
Learning outcomes		
Learning outcome 1: Be able to gather evidence to meet assessment standards		
Performance criteria:		
1.1. Agreed assessment methods and instruments are used to gather, organise and document evidence in a format suitable for determining competence.		
1.2. The principles of assessment and rules of evidence in gathering quality evidence are applied.		
1.3. Opportunities for evidence gathering in actual activities through consultation with the candidate and Internal Verifier are determined.		
1.4. Opportunities for integrated assessment activities are determined.		
Learning outcome 2: Be able to support the candidate		
Performance criteria:		
2.1. Candidates are guided in gathering their own evidence to support recognition of prior learning (RPL).		
2.2. Sensitivity to individual differences is reflected through communication and interpersonal skills, to develop a professional relationship with the candidate.		
2.3. Decisions are made on reasonable adjustments with the candidate, based on candidate's needs and characteristics.		
2.4. Required specialist support is accessed in accordance with the assessment plan.		
2.5. Any occupational health and safety risk to person or equipment is addressed immediately.		
Learning outcome 3: Be able to make the assessment decision		
Performance criteria:		
3.1. Collected evidence is examined and evaluate to reflect the evidence required to demonstrate competence.		
3.2. Judgment is used to infer whether competence is demonstrated, based on the available evidence.		
3.3. Assessment decision are made in line with agreed assessment procedures and according to agreed assessment plan.		
3.4. Clear and constructive feedback is provided to candidate regarding the assessment decision and development of any follow-up action plan.		
Evidence guideline		
<ul style="list-style-type: none"> ▪ Formative evidence for this unit can be written, oral or diagrammatic, as directed for given situations. ▪ Formative evidence ought to assist learners to learn and increase performance to reach summative assessment requirements. ▪ Summative assessment is project based from real live work situations. Simulation is only permissible with the written approval of the Internal Verifier. ▪ Learners should demonstrate no less than 80% of the requirements for the summative assessment. ▪ Re submissions are permissible. 		

Evidence requirements

1. Learners gather evidence to meet assessment standards and evidence with a report on the application of rules of evidence, assessment methods and instruments selected, and opportunities identified for integrated assessment and evidence gathering in actual activities.
2. Learners support the candidate and evidence with a report on guidance of candidate in gathering own evidence, possible occupational health and safety risks, communication and skills used to develop a professional relationship, candidate's specific needs and requirements and adjustments made to meet those.
3. Learners make the assessment decision and evidence with a report on the examination and evaluation of evidence collected, the decision made and the feedback provided to the candidate.
4. Learners review own work and identify performance improvement strategies.

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Unit: 2
Unit title: Conduct assessment
Unit code: OF900500212
Assessing

Mapping of CoreLife Skills

Learning outcomes	Performance Criteria	Collecting, analysing, organising and applying information in a given context	Communicating information, concepts and ideas	Initiating and organising self and activities, including motivation, exploration and creativity	Working with others in teams including leadership	Solving problems including using mathematical ideas and techniques	Applying information and communication technology	Participating in social and civic life including ethical practice
1	1.1	X	X	X			X	
	1.2	X	X	X			X	
	1.3	X	X	X	X		X	
	1.4	X	X	X				
2	2.1	X	X	X	X			
	2.2	X	X	X	X			
	2.3	X	X	X	X	X		
	2.4	X	X	X	X			
	2.5	X	X	X	X	X		
3	3.1	X	X	X				
	3.2	X	X	X			X	
	3.3	X	X	X			X	
	3.4	X	X	X	X	X	X	

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Unit: 3
Unit title: Make and record assessment decisions
Unit code: OF900500312
Assessing

Level: 5	Credit value: 4	Notional learning hours: 60 hours
Unit Information		
Unit description of content		
<p>This unit describes the performance outcomes, skills and knowledge required to record the assessed competence of a candidate and to review assessment practices.</p> <p>The unit requires learners to demonstrate and achieve the key required skills and knowledge embedded in the unit including how assessments are recorded and the ability to review and improve assessment procedures.</p>		
Information for learning and achievement		
<p>This unit is a knowledge, skill and application unit (KSA). Learners must attempt all aspects of the unit requirements and demonstrate achievement in all aspects of evidence requirements. It is strongly advised that learning and development of knowledge and associated skills be referenced to real vocational situations in the workplace. Evidence must be at the level required by the unit standard and all related criteria. Candidates must contribute to group work by playing a role of both individuals as well as team members in varied roles and parts in group activities. Groups must perform as a group but individuals within the group must perform different tasks to demonstrate achievement of evidence requirements.</p>		
Assessment strategy		
<p>Assessment of the evidence requirements, to confirm that learning outcomes have been met, is considered holistically where evidence in one unit or learning outcome may provide the evidence for other units and learning outcome.</p> <p>This qualification is examined in two ways: assessment of underpinning knowledge and performance.</p> <p>Underpinning knowledge is examined so that more than 80% of the predetermined marking criteria must be met.</p> <p>Performance is assessed by an assessor in the workplace against the performance criteria and recorded in the Cumulative Assessment Record. ‘Competent’ recognises all unit criteria have been achieved. ‘Not yet competent’ means all criteria have been attempted but yet to be achieved, ‘insufficient evidence’ means not all criteria have been attempted.</p> <p>This qualification is internally assessed by qualified Assessors and verified by Qualified Internal and External Verifiers of Approved Provider status institutions. Simulations in assessment are not recommended and will require prior approval from the External Verifier.</p> <p>Assessment of this unit is to be conducted in workplace environment. Assessment can include role play, scenario setting, drama performance, presentations, written material, reports, checklists, lists, statements, comparative charts, posters, portfolios and diagrammes.</p>		
Recording and storing of learner achievement		
<p>Keep evidence of learner’s work in the Centre for up to one year.</p> <p>Encourage learners to maintain learning logs and evidence of professional development.</p> <p>Ensure learners maintain portfolios of work as evidence of achieving learning outcomes.</p>		

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Unit: 3
Unit title: Make and record assessment decisions
Unit code: OF900500312
Assessing

Level: 5	Credit value: 4	Notional learning hours: 60 hours
Assessment criteria: Knowledge, Skills and Application (KSA)		
Learning outcomes		
Learning outcome 1: Be able to record and report the assessment decision		
Performance criteria: 1.1. Assessment outcomes are recorded promptly and accurately. 1.2. Assessment reports are completed and processed according to agreed assessment procedures. 1.3. Relevant parties are informed of the assessment decision in accordance with confidentiality conventions.		
Learning outcome 2: Be able to review the assessment process		
Performance criteria: 2.1. The assessment process is reviewed in consultation with relevant people to improve own future practice. 2.2. Assessment system procedures are documented, recorded and reviewed in accordance with policy requirements.		
Evidence guideline		
<ul style="list-style-type: none"> ▪ Formative evidence for this unit can be written, oral or diagrammatic, as directed for given situations. ▪ Formative evidence ought to assist learners to learn and increase performance to reach summative assessment requirements. ▪ Summative assessment is project based from real live work situations. Simulation is only permissible with the written approval of the Internal Verifier. ▪ Learners should demonstrate no less than 80% of the requirements for the summative assessment. ▪ Re submissions are permissible. 		
Evidence requirements		
<ol style="list-style-type: none"> 1. Learners record and report the assessment decision and evidence with a report on the processing, recording and reporting of assessment outcomes. 2. Learners review the assessment process and evidence with a report on assessment system processes and procedures and recommendations for improvement. 3. Learners review own work and identify performance improvement strategies. 		

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Unit: 3
 Unit title: Make and record assessment decisions
 Unit code: OF900500312
 Assessing

Mapping of CoreLife Skills

Learning outcomes	Performance Criteria	Collecting, analysing, organising and applying information in a given context	Communicating information, concepts and ideas	Initiating and organising self and activities, including motivation, exploration and creativity	Working with others in teams including leadership	Solving problems including using mathematical ideas and techniques	Applying information and communication technology	Participating in social and civic life including ethical practice
1	1.1	X	X	X			X	
	1.2	X	X	X			X	
	1.3	X	X	X	X		X	
2	2.1	X	X	X	X		X	
	2.2	X	X	X			X	

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Unit: 4
Unit title: Understand internal verification of assessment
Unit code: PF900500112
Internal verification

Level: 5	Credit value: 5	Notional learning hours: 75 hours
Unit Information		
Unit description of content		
<p>The aim of this unit is to assess the knowledge and understanding an internal verifier (learning and development) practitioner is required to have for the internal quality assurance of assessment whose learning and development responsibilities form the whole or part of their role.</p>		
Information for learning and achievement		
<p>The unit requires learners to demonstrate and achieve the key required skills and knowledge embedded in the unit including knowledge and understanding of the principles and practices that underpin the internal quality assurance of assessment</p> <p>This unit is a knowledge, skill and application unit (KSA). Learners must attempt all aspects of the unit requirements and demonstrate achievement in all aspects of evidence requirements. It is strongly advised that learning and development of knowledge and associated skills be referenced to real vocational situations in the workplace. Evidence must be at the level required by the unit standard and all related criteria. Candidates must contribute to group work by playing a role of both individuals as well as team members in varied roles and parts in group activities. Groups must perform as a group but individuals within the group must perform different tasks to demonstrate achievement of evidence requirements.</p>		
Assessment strategy		
<p>Assessment of the evidence requirements, to confirm that learning outcomes have been met, is considered holistically where evidence in one unit or learning outcome may provide the evidence for other units and learning outcome.</p> <p>This qualification is examined in two ways: assessment of underpinning knowledge and performance.</p> <p>Underpinning knowledge is examined so that more than 80% of the predetermined marking criteria must be met.</p> <p>Performance is assessed by an assessor in the workplace against the performance criteria and recorded in the Cumulative Assessment Record. ‘Competent’ recognises all unit criteria have been achieved. ‘Not yet competent’ means all criteria have been attempted but yet to be achieved, ‘insufficient evidence’ means not all criteria have been attempted.</p> <p>This qualification is internally assessed by qualified Assessors and verified by Qualified Internal and External Verifiers of Approved Provider status institutions. Simulations in assessment are not recommended and will require prior approval from the External Verifier.</p> <p>Assessment can include role play, scenario setting, drama, presentations, written material, notes, checklists, lists, statements, comparative charts, or diagrammes.</p>		
Recording and storing of learner achievement		
<p>Keep evidence of learner’s work in the centre for up to one year.</p> <p>Maintain learning logs and evidence of professional development.</p> <p>Maintain learner portfolios of work as evidence of achieving learning outcomes.</p>		

Abu Dhabi Centre for Technical and Vocational Education and Training
Internal Verification
Qualification title: Level 5 Diploma in Quality Assurance in Qualifications
Qualification code: PQPF90050114

Unit: 4
Unit title: Understand internal verification of assessment
Unit code: PF900500112
Internal verification

Level: 5	Credit value: 5	Notional learning hours: 75 hours
Assessment criteria: Knowledge, skills and application (KSA)		
Learning outcomes		
Learning outcome 1: Understand the context and principles of internal quality assurance		
Performance criteria: 1.1. Functions of internal quality assurance are explained. 1.2. Key concepts and principles of the internal quality assurance of assessment are explained. 1.3. Roles of practitioners involved in the internal and external quality assurance process are explained.		
Learning outcome 2: Understand how to plan the internal quality assurance of assessment		
Performance criteria: 2.1. The importance of planning and preparing internal quality assurance activities is evaluated. 2.2. Content of an internal quality assurance plan is explained. 2.3. Techniques for sampling assessment evidence including use of technology are evaluated. 2.4. Criteria for judging the quality of the assessment process are explained.		
Learning outcome 3: Understand how to internally maintain and improve the quality of assessment		
Performance criteria: 3.1. Types of feedback, support and advice needed to maintain and improve assessors' quality of assessment are summarized. 3.2. Requirements of standardisation of assessment are explained. 3.3. Procedures for disputes about the quality of assessment are explained. 3.4. Information management requirements for data protection and confidentiality in relation to the internal quality assurance assessment are evaluated.		
Learning outcome 4: Understand the legal and best practice requirements for the internal quality assurance		
Performance criteria: 4.1. Internal quality assurance process, legal issues, policies and procedures for assessment, including those for health, safety and welfare, equality and diversity and where appropriate bilingualism, are evaluated. 4.2. Contribution of technology to the internal quality assurance assessment is evaluated for its contribution. 4.3. The value of reflective practice and continuing professional development in relation to the internal quality assurance are explained.		
Evidence guideline		
<ul style="list-style-type: none"> ▪ Formative evidence for this unit can be written, oral or diagrammatic, as directed for given situations. ▪ Formative evidence ought to assist learners to learn and increase performance to reach summative assessment requirements. ▪ Summative assessment is project based from real live work situations. Simulation is only 		

permissible with the written approval of the Internal Verifier.

- Learners should demonstrate no less than 80% of the requirements for the summative assessment.
- Re submissions are permissible.

Evidence requirements

1. Learners understand the context and principles of internal quality assurance and evidence with a report on functions, key concepts and principles of internal quality assurance and the role of practitioners involved in quality assurance of assessment.
2. Learners understand how to plan the internal quality assurance of assessment and evidence with a report on the importance of planning and preparing internal quality assurance activities, the contents of an internal quality assurance plan, techniques for sampling assessment evidence using technology and criteria for judging the quality of the assessment process.
3. Learners understand how to internally maintain and improve the quality of assessment and evidence with a report on requirements to information and input to assessment, standardisation of assessment, procedures for disputes about the quality of assessment and information management requirements for data protection and confidentiality.
4. Learners understand the legal and best practice requirements for the internal quality assurance and evidence with a report on requirements to and best practices in internal quality assurance of assessment, the contribution of technology and the value of reflective practice and continuing professional development.
5. Learners review own work and identify performance improvement strategies.

Abu Dhabi Centre for Technical and Vocational Education and Training
Internal Verification
Qualification title: Level 5 Diploma in Quality Assurance in Qualifications
Qualification code: PQPF90050114

Unit: 4
Unit title: Understand internal verification of assessment
Unit code: PF900500112
Internal verification

Mapping of CoreLife Skills

Learning outcomes	Performance Criteria	Collecting, analysing, organising and applying information in a given context	Communicating information, concepts and ideas	Initiating and organising self and activities, including motivation, exploration and creativity	Working with others in teams including leadership	Solving problems including using mathematical ideas and techniques	Applying information and communication technology	Participating in social and civic life including ethical practice
1	1.1	X	X					
	1.2	X	X					
	1.3	X	X					
2	2.1	X	X	X				
	2.2	X	X					
	2.3	X	X					
	2.4	X	X	X			X	
3	3.1	X	X		X		X	
	3.2	X	X					
	3.3	X	X		X			
	3.4	X	X	X		X	X	
4	4.1	X	X	X			X	X
	4.2	X	X	X			X	
	4.3	X	X	X				

Abu Dhabi Centre for Technical and Vocational Education and Training
Internal Verification
Qualification title: Level 5 Diploma in Quality Assurance in Qualifications
Qualification code: PQPF90050114

Unit: 5
Unit title: Internally assure the quality of assessment
Unit code: PF900500212
Internal Verification

Level: 5	Credit value: 5	Notional learning hours: 75 hours
Unit Information		
Unit description of content		
<p>The aim of this unit is to assess the performance competency, knowledge and understanding of an internal verifier (learning and development) practitioner with responsibilities for the internal quality assurance of assessment. The unit requires learners to demonstrate competency and achieve the key required skills and knowledge embedded in the unit in assuring the quality of assessment from within an organisation including planning and monitoring all stages of assessment; sampling and evaluating decisions; observing practices; reviewing records; comparing assessor’s performance and approaches; comparing standards against national standards; carry out Continuing Professional Development activities; apply procedures to standardize assessment practices, reporting feedback; maintain confidentiality; applying External Quality Assurance requirements, legislative policy and procedures and critically reflect on own practices and expertise.</p>		
Information for learning and achievement		
<p>This unit is a knowledge, skill and application unit (KSA). Learners must attempt all aspects of the unit requirements and demonstrate achievement in all aspects of evidence requirements. It is strongly advised that learning and development of knowledge and associated skills be referenced to real vocational situations in the workplace. Evidence must be at the level required by the unit standard and all related criteria. Candidates must contribute to group work by playing a role of both individuals as well as team members in varied roles and parts in group activities. Groups must perform as a group but individuals within the group must perform different tasks to demonstrate achievement of evidence requirements.</p>		
Assessment strategy		
<p>Assessment of the evidence requirements, to confirm that learning outcomes have been met, is considered holistically where evidence in one unit or learning outcome may provide the evidence for other units and learning outcome.</p> <p>This qualification is examined in two ways: assessment of underpinning knowledge and performance.</p> <p>Underpinning knowledge is examined so that more than 80% of the predetermined marking criteria must be met.</p> <p>Performance is assessed by an assessor in the workplace against the performance criteria and recorded in the Cumulative Assessment Record. ‘Competent’ recognises all unit criteria have been achieved. ‘Not yet competent’ means all criteria have been attempted but yet to be achieved, ‘insufficient evidence’ means not all criteria have been attempted.</p> <p>This qualification is internally assessed by qualified Assessors and verified by Qualified Internal and External Verifiers of Approved Provider status institutions. Simulations in assessment are not recommended and will require prior approval from the External Verifier.</p> <p>Assessment can include role play, scenario setting, drama, presentations, written material, notes, checklists, lists, statements, comparative charts, or diagrammes.</p>		

Recording and storing of learner achievement
Keep evidence of learner's work in the Centre for up to one year. Encourage learners to maintain learning logs and evidence of professional development. Ensure learners maintain portfolios of work as evidence of achieving learning outcomes

Abu Dhabi Centre for Technical and Vocational Education and Training
Internal Verification
Qualification title: Level 5 Diploma in Quality Assurance in Qualifications
Qualification code: PQPF90050114

Unit: 5
Unit title: Internally assure the quality of assessment
Unit code: PF900500212
Internal Verification

Level: 5	Credit value: 5	Notional learning hours: 75 hours
Assessment criteria: Knowledge, skills and application (KSA)		
Learning outcomes		
Learning outcome 1: Be able to plan the internal quality assurance of assessment		
Performance criteria: 1.1. Verification activities and requirements of own role are planned. 1.2. Arrangements for internal verification activities are made.		
Learning outcome 2: Be able to internally evaluate the quality of assessment		
Performance criteria: 2.1. Internal verification activities are carried out to quality requirements. 2.2. Expertise and competence are evaluated in relation to the requirements of the assessor's role. 2.3. Planning and preparation of assessment processes are evaluated. 2.4. Whether assessment methods are safe, fair, valid and reliable are determined. 2.5. Assessment decisions are made using the specified criteria. 2.6. Assessor decisions are compared and are consistent.		
Learning outcome 3: Be able to internally maintain and improve the quality of assessment		
Performance criteria: 3.1. Assessors are provided with feedback, advice and support, including professional development opportunities in order to help them maintain and improve the quality of assessment. 3.2. Procedures to standardise assessment practices and outcomes are applied.		
Learning outcome 4: Be able to manage information relevant to the internal quality assurance of assessment		
Performance criteria: 4.1. Procedures for recording, storing and reporting information relating to internal quality assurance are applied. 4.2. Procedures to maintain confidentiality of internal quality assurance information are followed.		
Learning outcome 5: Be able to maintain legal and good practice requirements when internally monitoring and maintaining the quality of assessment		
Performance criteria: 5.1. Relevant policies, procedures and legislation are applied in relation to internal quality assurance, including those for health, safety and welfare, equality and diversity and where appropriate bilingualism. 5.2. Own practice in internally assuring the quality of assessment is reflected upon critically. 5.3. Currency of own expertise and competence is maintained in occupational area and in internally verifying and assuring the quality of assessment.		

Evidence guideline
<ul style="list-style-type: none"> ▪ Formative evidence for this unit can be written, oral or diagrammatic, as directed for given situations. ▪ Formative evidence ought to assist learners to learn and increase performance to reach summative assessment requirements. ▪ Summative assessment is project based from real live work situations. Simulation is only permissible with the written approval of the Internal Verifier. ▪ Learners should demonstrate no less than 80% of the requirements for the summative assessment. ▪ Re submissions are permissible.
Evidence requirements
<ol style="list-style-type: none"> 1. Learners plan the internal quality assurance of assessment and evidence with a report on the planning of verification activities, requirements to own role and arrangements made for internal verification. 2. Learners internally evaluate the quality of assessment and evidence with a report on quality requirements, requirements of the assessor's role, internal verification activities, planning and preparation of assessment, assessment methods and assessment and assessor decisions. 3. Learners internally maintain and improve the quality of assessment and evidence with a report on feedback, support, advice and recommendations to assessors and the application of procedures to standardize assessment practices and outcomes. 4. Learners manage information relevant to the internal quality assurance of assessment and evidence with a report on procedures regarding recording, storing, and reporting of information and maintaining confidentiality. 5. Learners maintain legal and good practice requirements when internally monitoring and maintaining the quality of assessment and evidence with a report on requirements to and best practices in internal quality assurance of assessment and regarding own practice, expertise and competence. 6. Learners review own work and identify performance improvement strategies.

Abu Dhabi Centre for Technical and Vocational Education and Training
Internal Verification
Qualification title: Level 5 Diploma in Quality Assurance in Qualifications
Qualification code: PQPF90050114

Unit: 5
Unit title: Internally assure the quality of assessment
Unit code: PF900500212
Internal Verification

Mapping of CoreLife Skills

Learning outcomes	Performance Criteria	Collecting, analysing, organising and applying information in a given context	Communicating information, concepts and ideas	Initiating and organising self and activities, including motivation, exploration and creativity	Working with others in teams including leadership	Solving problems including using mathematical ideas and techniques	Applying information and communication technology	Participating in social and civic life including ethical practice
1	1.1	X	X	X			X	
	1.2	X	X	X			X	
2	2.1	X	X				X	
	2.2	X	X		X	X		
	2.3	X	X	X				
	2.4	X	X	X		X		
	2.5	X	X	X		X		
	2.6	X	X	X		X		
3	3.1	X	X	X	X			
	3.2	X	X	X	X	X		
4	4.1	X	X	X			X	
	4.2	X	X	X		X	X	
5	5.1	X	X	X		X	X	
	5.2	X	X	X				
	5.3	X	X	X		X		

Abu Dhabi Centre for Technical and Vocational Education and Training
Internal Verification
Qualification title: Level 5 Diploma in Quality Assurance in Qualifications
Qualification code: PQPF90050114

Unit: 6
Unit title: Understand external verification
Unit code: PF900500312
External verification

Level: 5	Credit value: 5	Notional learning hours: 75 hours
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Unit Information

Unit description of content

The aim of this unit is to assess the knowledge and understanding an external verifier (learning and development) practitioner is required to have for the external quality assurance of assessment of qualification processes; including: processes, procedures, plans, methods and decisions; knowledge of different types of Centres, Awarding Body requirements and qualifications types.

Information for learning and achievement

This unit is a knowledge, skill and application unit (KSA). Learners must attempt all aspects of the unit requirements and demonstrate achievement in all aspects of evidence requirements. It is strongly advised that learning and development of knowledge and associated skills be referenced to real vocational situations in the workplace. Evidence must be at the level required by the unit standard and all related criteria. Candidates must contribute to group work by playing a role of both individuals as well as team members in varied roles and parts in group activities. Groups must perform as a group but individuals within the group must perform different tasks to demonstrate achievement of evidence requirements.

Assessment strategy

Assessment of the evidence requirements, to confirm that learning outcomes have been met, is considered holistically where evidence in one unit or learning outcome may provide the evidence for other units and learning outcome.

This qualification is examined in two ways: assessment of underpinning knowledge and performance.

Underpinning knowledge is examined so that more than 80% of the predetermined marking criteria must be met.

Performance is assessed by an assessor in the workplace against the performance criteria and recorded in the Cumulative Assessment Record. ‘Competent’ recognises all unit criteria have been achieved. ‘Not yet competent’ means all criteria have been attempted but yet to be achieved, ‘insufficient evidence’ means not all criteria have been attempted.

This qualification is internally assessed by qualified Assessors and verified by Qualified Internal and External Verifiers of Approved Provider status institutions. Simulations in assessment are not recommended and will require prior approval from the External Verifier.

Assessment can include role play, scenario setting, drama, presentations, written material, notes, checklists, lists, statements, comparative charts, or diagrammes.

Recording and storing of learner achievement

Keep evidence of learner’s work in the Centre for up to one year.
Encourage learners to maintain learning logs and evidence of professional development.
Ensure learners maintain portfolios of work as evidence of achieving learning outcomes.

Abu Dhabi Centre for Technical and Vocational Education and Training
Internal Verification
Qualification title: Level 5 Diploma in Quality Assurance in Qualifications
Qualification code: PQPF90050114

Unit: 6
Unit title: Understand external verification
Unit code: PF900500312
External verification

Level: 5	Credit value: 5	Notional learning hours: 75 hours
Assessment criteria: Knowledge, skills and application (KSA)		
Learning outcomes		
Learning outcome 1: Understand the context and principles of external quality assurance		
Performance criteria: 1.1. Functions of external quality assurance in learning and development are analysed. 1.2. Key concepts and principles of the external quality assurance of assessment is evaluated. 1.3. Roles of practitioners involved in the quality assurance process are evaluated. 1.4. Requirements for internal and external quality assurance in own area of practice are explained.		
Learning outcome 2: Understand how to plan the external quality assurance of assessment		
Performance criteria: 2.1. The importance of planning an external quality assurance activities are evaluated. 2.2. Content of an external quality assurance plan is explained. 2.3. Preparations for external quality assurance, including information collection, communications, administrative arrangements and resources are summarized. 2.4. Adaptations made to meet customer needs for external verification without compromising quality assurance are explained.		
Learning outcome 3: Understand how to externally evaluate the quality of assessment and internal quality assurance		
Performance criteria: 3.1. Procedures for externally monitoring and evaluating internal quality assurance arrangements and practices are explained. 3.2. Requirements for externally monitoring and evaluating internal assessment arrangements and practices are explained. 3.3. Techniques for externally sampling evidence of assessment, including use of technology are explained.		
Learning outcome 4: Understand how to externally maintain and improve the quality of assessment		
Performance criteria: 4.1. Types of feedback, support and advice that internal assessment and quality assurance staff may need to maintain to improve the quality of assessment are critically compared. 4.2. Standardisation requirements in relation to the external quality assurance of assessment are evaluated. 4.3. The importance of feedback, support and advice to internal assessment and quality assurance staff that is consistent with standardisation requirements is explained. 4.4. Relevant procedures to be followed in dispute situations concerning quality assurance and assessment are explained.		

<p>Learning outcome 5: Understand the legal and good practice requirements relating to external quality assurance</p>
<p>Performance criteria:</p> <ol style="list-style-type: none"> 5.1. Requirements for information management, data protection and confidentiality in relation to the external quality assurance assessment are evaluated. 5.2. Legal issues, policies and procedures relevant to the external quality assurance of assessment, including those for health, safety and welfare are evaluated. 5.3. Different ways in which technology can contribute to the external quality assurance assessment are evaluated. 5.4. The value of reflective practice and continuing professional development in relation to the external quality assurance is explained. 5.5. Requirements for equality and diversity and where appropriate bilingualism, in relation to the external quality assurance of assessment are evaluated.
<p>Evidence guideline</p> <ul style="list-style-type: none"> ▪ Formative evidence for this unit can be written, oral or diagrammatic, as directed for given situations. ▪ Formative evidence ought to assist learners to learn and increase performance to reach summative assessment requirements. ▪ Summative assessment is project based from real live work situations. Simulation is only permissible with the written approval of the Internal Verifier. ▪ Learners should demonstrate no less than 80% of the requirements for the summative assessment. ▪ Re submissions are permissible.
<p>Evidence requirements</p> <ol style="list-style-type: none"> 1. Learners understand the context and principles of external quality assurance and evidence with a report on functions, key concepts and principles of internal quality assurance, the role of practitioners involved in quality assurance, and the requirements for internal and external quality assurance in own area of practice. 2. Learners understand how to plan the external quality assurance of assessment and evidence with a report on the importance of planning external quality assurance activities, the contents of an external quality assurance plan, requirements to and preparations for external quality assurance, and the adaptation of external verification to customer needs. 3. Learners understand how to externally evaluate the quality of assessment and internal quality assurance and evidence with a report on requirements and procedures for externally monitoring and evaluating internal quality assurance arrangements, and on techniques for externally sampling evidence of assessment. 4. Learners understand how to externally maintain and improve the quality of assessment and evidence with a report on information needed by internal assessment and quality assurance staff, standardisation requirements related to external quality assurance of assessment, and procedures for disputes about quality assurance and assessment. 5. Learners understand the legal and best practice requirements for the external quality assurance and evidence with a report on requirements to and best practices in external quality assurance of assessment, the contribution of technology and the value of reflective practice and continuing professional development. 6. Learners review own work and identify performance improvement strategies.

Abu Dhabi Centre for Technical and Vocational Education and Training
Internal Verification
Qualification title: Level 5 Diploma in Quality Assurance in Qualifications
Qualification code: PQPF90050114

Unit: 6
Unit title: Understand external verification
Unit code: PF900500312
External verification

Mapping of CoreLife Skills

Learning outcomes	Performance Criteria	Collecting, analysing, organising and applying information in a given context	Communicating information, concepts and ideas	Initiating and organising self and activities, including motivation, exploration and creativity	Working with others in teams including leadership	Solving problems including using mathematical ideas and techniques	Applying information and communication technology	Participating in social and civic life including ethical practice
1	1.1	X	X	X	X		X	
	1.2	X	X	X			X	
	1.3	X	X	X	X		X	
	1.4	X	X	X				
2	2.1	X	X	X				
	2.2	X	X					
	2.3	X	X	X			X	
	2.4	X	X	X	X	X	X	
3	3.1	X	X	X	X			
	3.2	X	X	X			X	
	3.3	X	X	X	X	X	X	
4	4.1	X	X	X	X		X	
	4.2	X	X	X	X		X	
	4.3	X	X	X	X		X	
	4.4	X	X	X	X	X		
5	5.1	X	X	X		X	X	
	5.2	X	X	X	X		X	X
	5.3	X	X	X			X	
	5.4	X	X	X	X			
	5.5	X	X	X	X		X	X

Abu Dhabi Centre for Technical and Vocational Education and Training
Internal Verification
Qualification title: Level 5 Diploma in Quality Assurance in Qualifications
Qualification code: PQPF90050114

Unit: 7
Unit title: Externally assure the quality of assessment
Unit code: PF900500412
Internal Verification

Level: 5	Credit value: 5	Notional learning hours: 75 hours
Unit Information		
Unit description of content		
<p>The aim of this unit is to assess the performance competency, knowledge and understanding of an external verifier (learning and development) practitioner with responsibilities for the external quality assurance of assessment.</p>		
Information for learning and achievement		
<p>The unit requires learners to demonstrate competency and achieve the key required skills and knowledge embedded in the unit in assuring the quality of assessment from outside an organisation or Assessment Centre including planning External Quality Assurance plans sampling and evaluating decisions; observing practices; reviewing records, methods, occupational competence requirements, policies and procedures; monitoring; advising on assessment methods, explaining complex regulations; carry out Continuing Professional Development activities; apply procedures to standardise assessment practices, maintain confidentiality; apply External Quality Assurance requirements, legislative policy and procedures; critically reflect on own practices and expertise.</p> <p>This unit is a knowledge, skill and application unit (KSA). Learners must attempt all aspects of the unit requirements and demonstrate achievement in all aspects of evidence requirements. It is strongly advised that learning and development of knowledge and associated skills be referenced to real vocational situations in the workplace. Evidence must be at the level required by the unit standard and all related criteria. Candidates must contribute to group work by playing a role of both individuals as well as team members in varied roles and parts in group activities. Groups must perform as a group but individuals within the group must perform different tasks to demonstrate achievement of evidence requirements.</p>		
Assessment strategy		
<p>Assessment of the evidence requirements, to confirm that learning outcomes have been met, is considered holistically where evidence in one unit or learning outcome may provide the evidence for other units and learning outcome.</p> <p>This qualification is examined in two ways: assessment of underpinning knowledge and performance.</p> <p>Underpinning knowledge is examined so that more than 80% of the predetermined marking criteria must be met.</p> <p>Performance is assessed by an assessor in the workplace against the performance criteria and recorded in the Cumulative Assessment Record. ‘Competent’ recognises all unit criteria have been achieved. ‘Not yet competent’ means all criteria have been attempted but yet to be achieved, ‘insufficient evidence’ means not all criteria have been attempted.</p> <p>This qualification is internally assessed by qualified Assessors and verified by Qualified Internal and External Verifiers of Approved Provider status institutions. Simulations in assessment are not recommended and will require prior approval from the External Verifier.</p> <p>Assessment can include role play, scenario setting, drama, presentations, written material, notes, checklists, lists, statements, comparative charts, or diagrammes.</p>		

Recording and storing of learner achievement
Keep evidence of learner's work in the Centre for up to one year. Encourage learners to maintain learning logs and evidence of professional development. Ensure learners maintain portfolios of work as evidence of achieving learning outcomes.

Abu Dhabi Centre for Technical and Vocational Education and Training
Internal Verification
Qualification title: Level 5 Diploma in Quality Assurance in Qualifications
Qualification code: PQPF90050114

Unit: 7
Unit title: Externally assure the quality of assessment
Unit code: PF900500412
Internal Verification

Level: 5	Credit value: 5	Notional learning hours: 75 hours
Assessment criteria: Knowledge, skills and application (KSA)		
Learning outcomes		
Learning outcome 1: Be able to plan the external quality assurance of assessment		
Performance criteria: 1.1. Procedures for the external quality assurance of assessment are planned. 1.2. Procedures for external quality assurance of the organisation and individuals concerned are communicated. 1.3. Arrangements and resources for external monitoring and evaluation are secured and in place.		
Learning outcome 2: Be able to externally evaluate internal verification quality assurance and assessment		
Performance criteria: 2.1. The quality of internal staffing and internal staff expertise and competence are evaluated. 2.2. The quality of internal verifier administration of quality systems is evaluated. 2.3. The quality of internal verifier application of quality systems is evaluated. 2.4. Assessment arrangements, methods and decisions are determined to ensure they meet quality requirements.		
Learning outcome 3: Be able to maintain and improve internal verification quality assurance processes		
Performance criteria: 3.1. Staff are provided with feedback, advice and support in order to facilitate, maintain and improve the quality of internal verification and assessment. 3.2. Procedures for the standardisation of internal verification and assessment practices and outcomes are evaluated and applied.		
Learning outcome 4: Be able to manage information relevant to the external verification quality assurance of assessment		
Performance criteria: 4.1. Procedures for recording, storing, reporting information relating to external verification quality assurance process are evaluated and applied. 4.2. Procedures for maintaining confidentiality of information relating to external verification quality assurance are evaluated and applied. 4.3. Relevant policies, procedures and legislation are applied in relation to external quality assurance, including those for health, safety and welfare, equality and diversity and where appropriate bilingualism. 4.4. Own practice in externally assuring the quality of assessment is reflected upon critically 4.5. Currency of own expertise and competence is maintained in externally assuring the quality of assessment.		

Evidence guideline
<ul style="list-style-type: none"> ▪ Formative evidence for this unit can be written, oral or diagrammatic, as directed for given situations. ▪ Formative evidence ought to assist learners to learn and increase performance to reach summative assessment requirements. ▪ Summative assessment is project based from real live work situations. Simulation is only permissible with the written approval of the Internal Verifier. ▪ Learners should demonstrate no less than 80% of the requirements for the summative assessment. ▪ Re submissions are permissible.
Evidence requirements
<ol style="list-style-type: none"> 1. Learners plan the external quality assurance of assessment and evidence with a report on procedures, arrangements and resources for external quality assurance. 2. Learners externally evaluate internal verification quality assurance and assessment and evidence with a report on assessment arrangements, methods and decisions, the quality of internal staff, and internal verifier administration and application. 3. Learners maintain and improve internal verification quality assurance processes and evidence with a report on feedback, support, advice and recommendations to internal staff and the application of procedures to standardize internal verification and assessment practices and outcomes. 4. Learners manage information relevant to the external verification quality assurance of assessment and evidence with a report on procedures regarding recording, storing, and reporting of information, maintaining confidentiality, requirements to and best practices in external quality assurance of assessment, and own practice, expertise and competence. 5. Learners review own work and identify performance improvement strategies.

Abu Dhabi Centre for Technical and Vocational Education and Training
Internal Verification
Qualification title: Level 5 Diploma in Quality Assurance in Qualifications
Qualification code: PQPF90050114

Unit: 7
Unit title: Externally assure the quality of assessment
Unit code: PF900500412
Internal Verification

Mapping of CoreLife Skills

Learning outcomes	Performance Criteria	Collecting, analysing, organising and applying information in a given context	Communicating information, concepts and ideas	Initiating and organising self and activities, including motivation, exploration and creativity	Working with others in teams including leadership	Solving problems including using mathematical ideas and techniques	Applying information and communication technology	Participating in social and civic life including ethical practice
1	1.1	X	X	X			X	
	1.2	X	X	X	X		X	
	1.3	X	X	X			X	
2	2.1	X	X	X	X		X	
	2.2	X	X	X	X	X		
	2.3	X	X	X	X			
	2.4	X	X	X	X	X		
3	3.1	X	X	X	X	X		
	3.2	X	X	X	X	X		
4	4.1	X	X	X				
	4.2	X	X	X		X	X	
	4.3	X	X	X		X	X	
	4.4	X	X	X	X	X	X	
	4.5	X	X	X				X