

V1 – Level 4 Award in Conducting internal quality assurance of the assessment process

D unit qualifications are being replaced with new **Assessor and Verifier Awards** (A and V Awards) If you are already qualified with D units, *you don't need to achieve the new Awards* – but – you are expected to understand the requirements of the new standards and incorporate them into your assessment and verification practice

Here we outline the differences between D34 and the new V1 Award. V1 replaces the old D34. (NB – if you are already registered on D units, you will have time to achieve them. Check with your assessor.)

Explaining the new jargon

Single Unit Awards

The new A and V Awards are taken from the suite of national occupational standards for Learning and Development. They are also now recognised as *Single Unit Awards*. Information relating to Single Unit Awards simply refers to the A and V Awards as stand-alone qualifications that are not being achieved as part of the full Learning and Development S/NVQ.

Independent assessment for the single unit Awards

It is a requirement of the new Awards that some independent assessment takes place. *This does not mean that the unit has to be assessed twice!* It does mean that an independent assessor has to assess a **key piece of evidence** presented by candidate-internal verifiers. For example, this could be an observation of an assessor conducting an assessment. Your external verifier will be able to guide you on what may be counted as key evidence.

How the new Award compares

Here's how the element titles compare:

D34.1	Advise and support assessors	V1.1	Carry out and evaluate internal assessment and quality assurance systems
D34.2	Maintain and monitor arrangements for processing assessment	V1.2	Support assessors
D34.3	Verify assessment practice	V1.3	Monitor the quality of assessors' performance
		V1.4	Meet external quality assurance requirements

- The format of the standard is very different. Range statements are now incorporated into performance, knowledge and evidence requirements.
- Knowledge requirements are listed separately as 40 items numbered 1-40, instead of appearing alongside individual elements
- There is more guidance about the type of evidence that candidate-verifiers must submit.
- The language used to describe what internal verifiers must be able to do is more descriptive of *how* outcomes are to be achieved rather than simply stating what the outcomes should be
- There is more emphasis on monitoring assessors to ensure they continue to assess against A1/A2 principles
- Criteria focuses on how internal verifiers should *manage* assessors as opposed to monitoring and supporting them – eg. new emphasis on managing the personal development of assessors

Most notable differences are that internal verifiers must be able to:

V1.1	Carry out and evaluate internal assessment and quality assurance systems
	<ol style="list-style-type: none"> Put <i>organisation's requirements</i> into practice for auditing internal assessments Identify the <i>outcomes needed by the agreed standards and their consequences</i> for internal auditing Identify and ensure the <i>agreed criteria for choosing</i> and supporting assessors are applied Carry out assessment standardisation arrangements Ensure a procedure for complaints and appeals <i>is in place</i> which meets the requirements of the Awarding body and that it is followed when necessary Identify and use <i>internal and external measures of performance</i> to adjust internal systems Make recommendations to <i>improve internal quality assurance arrangements</i> and develop a plan to put these improvements into practice
V1.2	Support assessors
	<ol style="list-style-type: none"> Ensure assessors have appropriate <i>technical and vocational experience</i> Ensure assessors are familiar with and can carry out the specific assessment and follow the recording and <i>internal audit</i> procedures <i>Identify the development needs of assessors</i> in line with assessments, the needs of candidates and technical expertise and competence <i>Give assessors the chance to develop their assessment experience</i> and competence and monitor their progress Monitor how assessors are capable of <i>maintaining standards</i>

V1.3	Monitor the quality of assessors' performance
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- i. Follow all principles of assessment as outlined in the A1/A2 Awards – these are listed as specific performance criteria for internal verifiers
- ii. Check *different assessment sites* to ensure assessment decisions are consistent
- iii. Ensure that assessors *set up and maintain effective working relationships with candidates* at all stages of the assessment process
- iv. Ensure assessors *apply relevant health, safety and environmental protection procedures*, as well as equality and access criteria
- v. *Monitor* how often assessment reviews take place and *how effective these are*
- vi. *Monitor* how often assessors give feedback to candidates and *how effective this is*
- vii. *Monitor* how accurate and secure assessors' record-keeping is

V1.4	Meet external quality assurance requirements
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- i. *Identify how internal assessments will be checked externally* and the information needed for this purpose
- ii. *Agree the timing and nature* of external assessment audit arrangements
- iii. Raise concerns and disagreements about external audit decisions *in a clear and constructive way*
- iv. Ensure that external auditing decisions are *included in internal reviews* of procedures

Knowledge requirements

These are broken down into three sections. The most notable differences are that assessors must now demonstrate that they have the knowledge detailed below (using the numbers from the standard)

The nature and role of internal quality assurance of assessments

- 1) How to monitor and review how candidate competence is assessed and recorded
- 4) How to set up effective systems for reviewing assessment decisions and the progress of candidates
- 7) How to choose appropriate administrative arrangements to support internal assessment audits
- 9) How to set and apply clear and effective criteria for choosing assessors
- 10) How to choose and use appropriate internal assessment evaluation methods in line with your organisations requirements and procedures
- 11) How to use assessment decisions as a way of evaluating internal audit arrangements

Principles and concepts

- 13) How to choose different ways of presenting evidence for assessment
- 14) How to ensure that candidates' past experiences and achievements can be recognised during their assessment
- 18) How to identify the personal characteristics good assessors need and how to measure them
- 19) How to evaluate assessors' technical competence against the agreed standards and assessment procedures
- 20) How to identify assessment principles and make these clear to assessors
- 21) How to identify appropriate standardisation procedures, which will help assessors make effective decisions
- 22) How to ensure that enough resources are available to meet the needs of assessors
- 23) How to ensure assessors keep up to date with assessment practices and procedures
- 25) How to identify the development needs of assessors and where they can find the support they need
- 26) How to identify and present concerns about external audit decisions in a constructive way
- 27) How to give effective feedback to candidates and assessors on the external audit decisions
- 28) How to use external audit information in a constructive way to improve internal systems
- 29) How to identify where and how changes to internal assessment audit arrangements can and should be made

External factors influencing the assessment of national standards

- 33) How to identify and plan for issues of confidentiality and data protection during the assessment process
- 34) How to develop a sampling system, which ensures that the audit process meets the needs of the Awarding body
- 35) How to apply relevant health, safety and environmental protection and equal opportunities policies
- 36) How to plan for the requirements, order and timing of external auditing
- 39) How to identify and evaluate external factors that influence changes in your own area of competence
- 40) How to identify appropriate sources of support for your own development

Evidence requirements

There is now more guidance to help candidate-verifiers gather evidence to prove competence in the Award. It may appear that the evidence requirements are asking for a lot more evidence than the D units demanded. However, *more guidance doesn't mean more evidence* – it means that assessor-candidates are expected to produce higher-quality, more relevant evidence, as the requirements are now clearer. Evidence requirements are now split into two sections:

- a) Evidence required to support performance claims
- b) Evidence required to support knowledge claims

This document only provides summary information – refer to the full standards for the new Awards to find out more, or contact GQA: Tel: 0114 272 0080 / 0114 272 0033 Email: gqa@btconnect.com



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