

FDQ - Qualification Specification

FDQ number	Qualification title	Qualification number (QN)	EQF Level	Review date
141-093	FDQ Level 4 Award in External Quality Assurance of Assessment Processes and Practice	600/2220/6	5	31/12/2025

Qualification Purpose

This qualification is designed for those who are working towards becoming assessors or are new to assessment and those who would like to progress to involvement with internal and external quality assurance of the assessment process. It is also available for those who wish to know about assessment and quality assurance but do not intend to or do not have the opportunity to practice so they can complete the knowledge unit only. Completion of the relevant competence unit at a later date would then be possible.

Ofqual purpose D. Confirm occupational competence and/or 'licence to practice'.

Sub purpose D1. Confirm competence in an occupational role to the standards required.

Learners need to be 19 years old or over to take this qualification. Learners do not require any prior qualifications or units or food skills experience to take this qualification. The qualification assesses and recognises competent achievement within the workplace.

This qualification is an award requiring achievement of 12 credits, graded at pass/fail.

See below for: (i) a complete list of units that make up the qualification and their value within the qualification and (ii) the minimum and maximum Credits, Guided Learning Hours and Total Qualification Time.

Qualification support

This qualification has been recognised for confirming occupational competence and is supported by the Food Training and Education Council. This qualification was developed by Lifelong Learning UK to cover assessment and quality assurance of assessment and is mapped to the Learning and Development National Occupational Standards. They supersede the A1, A2, V1 and V2 qualifications.

Further Information

Further information can be obtained from our website at: <http://www.fdq.org.uk>

Or by contacting FDQ:

Tel: 0113 859 1266

Email: fdq@fdq.org.uk

Assessment

Occupational skills (OS) units are designed to assess the learner's applied skills required to demonstrate competent performance in the workplace in a defined role. Assessment of this qualification is by learner portfolio of achievement. Evidence of performance can be supplemented by other assessment evidence e.g. witness testimony, work-related questioning, workplace documentation, photographic evidence and professional discussion.

Other assessment methods may be used to assess occupational knowledge (OK) requirements including e-assessment, multiple-choice examination and assignment. Assessment requirements are set out in individual units of assessment, see exemplar *F/601/5322 Understanding the principles and practices of externally assuring the quality of assessment*.

Reasonable adjustments apply that allow learner support for oral or other assessment adjustment arrangements to meet learner needs. All assessment activity is subject to internal quality assurance.

FDQ has in place a quality system comprising policies and procedures to ensure its qualifications are developed, delivered and remain fit for purpose. FDQ externally quality assures all centre assessment and internal quality assurance quality and arrangements.

Rules of Combination (RoC)

FDQ Level 4 Award in External Quality Assurance of Assessment Processes and Practice	
Total credits required for qualification	12
Total Qualification Time (TQT)	120 hours
Group A - mandatory	12 credits
Guided Learning Hours Range (min-max)	75 hours

List of units

Unit ref	Unit type	Unit title	Level	Credit	GLH
Group A Mandatory units					
F/601/5322	OK	Understanding the principles and practices of externally assuring the quality of assessment	4	6	45
J/601/5323	OS/OK	Externally assure the quality of assessment	4	6	30

Exemplar unit of assessment

Title	Understanding the principles and practices of externally assuring the quality of assessment				
Ofqual unit ref	F/601/5322				
Level	4	Credit value	6	GLH	45
Learning outcomes		Assessment criteria			
The learner will:		The learner can:			
1. Understand the context and principles of external quality assurance		1.1 Analyse the functions of external quality assurance of assessment in learning and development 1.2 Evaluate the key concepts and principles of external quality assurance of assessment 1.3 Evaluate the roles of practitioners involved in the quality assurance process 1.4 Explain the regulations and requirements for external and internal quality assurance in own area of practice.			
2. Understand how to plan the external quality assurance of assessment		2.1 Evaluate the importance of planning and preparing external quality assurance activities 2.2 Explain what an external quality assurance plan should contain 2.3 Summarise the preparations that need to be made for external quality assurance activities, including: <ul style="list-style-type: none"> • information collection • communications • administrative arrangements • resources 2.4 Explain how to adapt external monitoring and evaluation approaches to meet customer need without compromising			

	quality standards.
3. Understand how to externally evaluate the quality of assessment and internal quality assurance	<p>3.1 Explain the procedures for externally monitoring and evaluating internal quality assurance arrangements and practices</p> <p>3.2 Interpret the requirements for externally monitoring and evaluating internal assessment arrangements and practices</p> <p>3.3 Evaluate different techniques for externally sampling evidence of assessment, including those that use technology.</p>
4. Understand how to externally maintain and improve the quality of assessment	<p>4.1 Critically compare the types of feedback, support and advice that internal assessment and quality assurance staff may need to maintain and improve the quality of assessment</p> <p>4.2 Evaluate standardisation requirements relevant to the external quality assurance of assessment</p> <p>Explain the importance of providing feedback, support and advice to internal assessment and quality assurance staff that is consistent with standardisation requirements</p> <p>4.3 Explain the relevant procedures to follow when there are disputes concerning quality assurance and assessment.</p>
5. Understand how to manage information relevant to external quality assurance	5.1 Evaluate the requirements for information management, data protection and confidentiality in relation to external quality assurance.

<p>6. Understand the legal and good practice requirements relating to external quality assurance</p>	<p>6.1 Evaluate legal issues, policies and procedures that are relevant to external quality assurance, including those for health, safety and welfare</p> <p>6.2 Critically compare different ways in which technology can contribute to external quality assurance</p> <p>6.3 Evaluate requirements for equality and diversity and, where appropriate, bilingualism, in relation to the external quality assurance of assessment</p> <p>6.4 Explain the value of reflective practice and continuing professional development in relation to external quality assurance.</p>
<p>Additional information about the unit</p>	
<p>Unit purpose and aim(s)</p>	<p>The aim of this unit is to assess the knowledge and understanding a learning and development practitioner requires for the external quality assurance of assessment.</p>