

## FDQ - Qualification Specification

FDQ number	Qualification title	Qualification number (QN)	EQF Level	Review date
141-092	FDQ Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice	600/2223/1	5	31/12/2025

### Qualification Purpose

This qualification is designed for those who are working towards becoming internal quality assurance assessors or are new to IQA 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](mailto: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 *A/601/5321 Internally assure 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 Internal 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)	90 hours

## List of units

Unit ref	Unit type	Unit title	Level	Credit	GLH
<b>Group A Mandatory units</b>					
T/601/5320	OK	Understanding the principles and practices of internally assuring the quality of assessment	4	6	45
A/601/5321	OS/OK	Internally assure the quality of assessment	4	6	45

## Exemplar unit of assessment

Title	Internally assure the quality of assessment				
Ofqual unit ref	A/601/5321				
Level	4	Credit value	6	GLH	45
Learning outcomes	Assessment criteria				
<b>The learner will:</b>	<b>The learner can:</b>				
1. Be able to plan the internal quality assurance of assessment	1.1 Plan monitoring activities according to the requirements of own role 1.2 Make arrangements for internal monitoring of activities to assure quality				
2. Be able to internally evaluate the quality of assessment	2.1 Carry out internal monitoring activities to quality requirements 2.2 Evaluate assessor expertise and competence in relation to the requirements 2.3 Evaluate the planning and preparation of assessment processes 2.4 Determine whether assessment methods are safe, fair, valid and reliable 2.5 Determine whether assessment decisions are made using the specified criteria 2.6 Compare assessor decisions to ensure they are consistent				
3. Be able to internally maintain and improve the quality of assessment	3.1 Provide assessors with feedback, advice and support, including professional development opportunities, which help them to maintain and				

	<p>improve the quality of assessment</p> <p>3.2 Apply procedures to standardise assessment practices</p>
<p>4. Be able to manage information relevant to the internal quality assurance of assessment</p>	<p>4.1 Apply procedures for recording, storing and reporting information relating to internal quality assurance</p> <p>4.2 Follow procedures to maintain confidentiality of internal quality assurance information</p>
<p>5. Be able to maintain legal and good practice requirements when internally monitoring and maintaining the quality of assessment</p>	<p>5.1 Apply relevant policies, procedures and legislation in relation to internal quality assurance, including those for health, safety and welfare</p> <p>5.2 Apply requirements for equality and diversity and, where appropriate, bilingualism, in relation to internal quality assurance</p> <p>5.3 Critically reflect on own practice in internally assuring the quality of assessment</p> <p>5.4 Maintain the currency of own expertise and competence in internally assuring the quality of assessment.</p>
<p><b>Additional information about the unit</b></p>	
<p>Unit purpose and aim(s)</p>	<p>The aim of this unit is to assess the performance of a learning and development practitioner with responsibility for the internal quality assurance of assessment.</p>
<p>Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)</p>	<p>Evidence for all learning outcomes must come from performance in the work environment. All learning outcomes in this unit must be assessed using methods</p>

	<p>appropriate to the candidate IQA's performance. These must include:</p> <ul style="list-style-type: none"> <li>• observation of performance</li> <li>• examining products of work</li> <li>• questioning</li> </ul> <p>Direct evidence of this kind may be supplemented, where necessary, by discussion, reflective accounts or witness testimony. Simulations are not allowed.</p>
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