

# Understanding the principles and practices of externally assuring the quality of assessment



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## Qualification overview and objective

Highfield Level 4 Award in Understanding the External Quality Assurance of Assessment Processes and Practice (RQF)

This qualification is intended for those who wish to gain an understanding of the principles and practices of external quality assurance without any requirement to practice.

The objective of the qualification is to support a role in the workplace, or to prepare learners to progress to a qualification in the same subject area but at a higher level or where more specific knowledge, skills and understanding is required.

## Entry requirements

To complete this qualification, learners are required to:

- Be a **minimum of 19 years of age** Learners must hold one of the following qualifications prior to enrolling:

AND

- Level 4 **Award in the Internal Quality Assurance of Assessment Processes and Practice**
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
- Level 4 Award in Conducting Internal Quality Assurance of the Assessment Process V1
- Internally Verify the Assessment Process D3

A valid form of ID must also be seen

**Qualification regulation and support**

The Highfield Level 4 External Quality Assurance qualifications have been developed and are awarded by Highfield Qualifications and sit on the Regulated Qualifications Framework (RQF).

The RQF is a qualification framework regulated by Ofqual and CCEA Regulation. The qualification is also regulated by Qualifications Wales.

**Key facts**

Highfield Level 4 Award in Understanding the External Quality Assurance of Assessment Processes and Practice (RQF)

QAN: 600/3968/1

Learning Aim Reference: 60039681

Credit Value: 6 Guided learning hours (GLH): 45 Total Qualification Time (TQT) 60

Assessment Method: Portfolio of evidence

**Below is a list of the criteria required to complete the course.**

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"> <li>• information collection</li> <li>• communications</li> <li>• administrative arrangements</li> <li>• resources</li> </ul> 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	3.1 Explain the procedures for externally monitoring and evaluating internal quality assurance arrangements and practices 3.2 Interpret the requirements for externally monitoring and evaluating internal assessment arrangements and practices 3.3 Evaluate different techniques for externally sampling evidence of assessment including those that use technology

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 assignment 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>4.3 Explain the importance of providing feedback, support and advice to internal assessment and quality assurance staff that is consistent with standardisation requirements</p> <p>4.4 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	<p>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>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</p>

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