



INSTITUTE
OF THE MOTOR
INDUSTRY

IMI QUALIFICATION



Learner Assessment Record for

INTERNAL QUALITY ASSURANCE STAFF QUALIFICATIONS

(based on LLUK Learning & Development NOS 2010)

IMI Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice (QCF)

Ofqual I.D: 501/0948/0

IMI Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (QCF)

Ofqual I.D: 501/0947/9

IMI Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice

Ofqual I.D: 501/0949/2

NOTE FOR ASSESSORS AND VERIFIERS:

This document must be used in conjunction with the Assessor and Verifier Guidance for Learning and Development Qualifications: Assessor and Verifier Qualifications only and each qualification's Candidate Assessment Summary document.

CENTRE INFORMATION

Please be aware that any **legislation** referred to in this qualification may be subject to amendment/s during the life of this qualification. Therefore IMI Approved Centres must ensure they are aware of and comply with any amendments, e.g. to health and safety legislation and employment practices.

Please be aware that **vehicle technologies** referred to in this qualification reflect current practice, but may be subject to amendment/s, updates and replacements during the life of this qualification. Therefore IMI Approved Centres must ensure they are aware of the latest developments and emerging technologies to ensure the currency of this qualification.

Please note: the relevance of the information contained in the **unit content** will vary depending upon the vehicle types being worked upon. The unit content is for guidance only and is not meant to be prescriptive.

© 2015 IMI

All rights reserved. No part of this publication may be reproduced, stored in retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior written permission of IMI

Requests should be made in writing and addressed to:
Institute of the Motor Industry (IMI)
Fanshaws, Brickendon, Hertford SG13 8PQ



CONTACT SHEET

Learner Name:	
Learner Registration No:	
Learner Address:	
Learner Tel No:	
Learner Email:	
Employer Contact:	
Employer Name & Address:	
Employer Tel No:	

Please complete as appropriate:	
Witness Name:	Witness Name:
Witness Job Title:	Witness Job Title:
Witness Signature:	Witness Signature:
Witness Name:	Witness Name:
Witness Job Title:	Witness Job Title:
Witness Signature:	Witness Signature:
Assessor Name:	Assessor Name:
Assessor Signature:	Assessor Signature:
Assessor Name:	
Assessor Signature:	
Internal Verifier Name:	Internal Verifier Name:
Internal Verifier Signature:	Internal Verifier Signature:

INTERNAL QUALITY ASSURANCE STAFF QUALIFICATIONS (based on LLUK Learning & Development NOS 2010)

Two Level 4 Awards and a Level 4 Certificate have been developed for internal quality assurance staff, as follows. (Each qualification has one or more units in common.)

Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice (501/0948/0) Minimum 6 credits to be achieved at, or above, the level of the qualification Overview: This knowledge based qualification is intended for individuals who wish to gain an understanding of the principles and practice of internal quality assurance of assessment, without any requirement to practice as an internal verifier. Therefore this qualification is ideal for those individuals new to internal quality assurance and hoping to become an internal verifier. In addition, it is beneficial for those whose role requires them to know about essential principles and practices of internal quality assurance, but never practice, e.g. programme administrators and managers.				
Unit Ref:	Unit Title & I.D. Number	Unit Level	Credit Value	GLH
Unit 4	Understanding the Principles and Practices of Internally Assuring the Quality of Assessment (T/601/5320)	4	6	45

Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (501/0947/9) Minimum 12 credits to be achieved at, or above, the level of the qualification Over view This is a practical based qualification. It is intended for individuals whose job role requires them to maintain the quality of assessment from within an organisation or assessment centre. The units within this qualification are based upon the LLUK Learning and Development National Occupational Standards. Therefore the qualification provides a national benchmark of good practice, capturing the skills, knowledge and experience needed to perform the key activities of internally quality assuring assessment.				
Unit Ref:	Unit Title & I.D. Number	Unit Level	Credit Value	GLH
Unit 4	Understanding the Principles and Practices of Internally Assuring the Quality of Assessment (T/601/5320)	4	6	45
Unit 5	Internally Assure the Quality of Assessment (A/601/5321)	4	6	45

**Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (501/0949/2)**

Minimum 17 credits to be achieved at, or above, the level of the qualification

Over view

This is a practical based qualification. It is intended for individuals whose job role requires them to lead a team of internal quality (of assessment) staff.

The units within this qualification are based upon the LLUK Learning and Development National Occupational Standards. Therefore the qualification provides a national benchmark of good practice, capturing the skills, knowledge and experience needed to perform the key activities of internally quality assuring assessment.

Unit Ref:	Unit Title & I.D. Number	Unit Level	Credit Value	GLH
Unit 4	Understanding the Principles and Practices of Internally Assuring the Quality of Assessment (T/601/5320)	4	6	45
Unit 5	Internally Assure the Quality of Assessment (A/601/5321)	4	6	45
Unit 8	Plan, Allocate and Monitor Work in the Own Area of Responsibility (H/600/9674)	4	5	25



UNIT REF: 4	UNIT TITLE: UNDERSTANDING THE PRINCIPLES AND PRACTICES OF INTERNALLY ASSURING THE QUALITY OF ASSESSMENT
--------------------	--

Level: 4	Credit Value: 6
Mapping: Learning and Development NOS Standard 11: Internally monitor and maintain the quality of assessment.	
Rationale: The aim of this unit is to assess the knowledge and understanding a learning and development practitioner requires for the internal quality assurance of assessment.	

Note to Assessor: Assessment Guidance

All learning outcomes in this unit must be assessed using methods appropriate to the assessment of knowledge and understanding, e.g. assignment, professional discussion etc. There must be valid, authentic and sufficient evidence for all the assessment criteria. Assessors are advised to adopt a holistic approach to assessment, i.e. one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion. There is also no requirement for this unit to be assessed separately (if part of a larger qualification).

LEARNING OUTCOMES	ASSESSMENT CRITERIA	Ref No:	Date
The Learner will:	The Learner can:		
1. Understand the context and principles of internal quality assurance	1.1. Explain the functions of internal quality assurance in learning and development 1.2. Explain the key concepts and principles of internal quality assurance of assessment 1.3. Explain the roles of practitioners involved in the internal quality assurance process 1.4. Explain the regulations and requirements for internal quality assurance in own area of practice		
2. Understand how to plan the internal quality assurance of assessment	2.1. Evaluate the importance of planning and preparing internal quality assurance activities 2.2. Explain what an internal quality assurance plan should contain 2.3. Summarise the preparations that need to be made for internal quality assurance, including: <ul style="list-style-type: none"> a. information collection b. communications c. administrative arrangements d. resources 		
3. Understand techniques and criteria for monitoring the quality of assessment internally	3.1. Evaluate different techniques for sampling evidence of assessment, including use technology 3.2. Explain the appropriate criteria to use for judging the quality of the assessment process		



4. Understand how to internally maintain and improve the quality of assessment	4.1. Summarise the types of feedback, support and advice that assessors may need to maintain and improve the quality of assessment 4.2. Evaluate standardisation requirements in relation assessment 4.3. Explain the relevant procedures regarding disputes about the quality of assessment		
5. Understand how to manage information relevant to internal quality assurance	5.1. Evaluate the requirements for information management, data protection and confidentiality in relation to internal quality assurance of assessment		
6. Understand the legal and good practice requirements for the internal quality assurance of assessment	6.1. Evaluate legal issues, policies and procedures that are relevant to internal quality assurance of assessment, including those for health, safety and welfare 6.2. Evaluate different ways in which technology can contribute to internal quality assurance of assessment 6.3. Explain the value of reflective practice and continuing professional development in relation to internal quality assurance 6.4. Evaluate requirements for equality and diversity and where appropriate, bilingualism, in relation to the internal quality assurance of assessment		

Online Test	Date test completed
Unit 4: Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	

ASSESSOR SIGNATURE:	PIN NO:	DATE:
----------------------------	----------------	--------------



UNIT REF: 5	UNIT TITLE: INTERNALLY ASSURE THE QUALITY OF ASSESSMENT
--------------------	--

Level: 4	Credit Value: 6
Mapping: Learning and Development NOS Standard 11: Internally monitor and maintain the quality of assessment.	
Rationale: 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.	

Evidence Requirements – Learning Outcome 1

Evidence for all learning outcomes must come from performance in the work environment.	Evidence Ref:	
	AP 1	AP 2
You, 'internal verifier candidate' must provide your internal quality assurance plans (AP) for monitoring the work of at least 2 assessors. Guidance: Both assessors must be responsible for a minimum of 2 different learners each, covering a minimum of 1 whole unit.		
Both of the plans MUST detail the sampling framework and criteria used to check the following: (Unit Mapping AC 1.1 & AC 1.2)		
1. The assessors have ALL the necessary information & materials needed to make assessment judgments		
2. The assessors' assessment decisions include sampling arrangements and how they are varied to reflect the number & experience of different assessors		
3. The range of acceptable assessment methods		
4. The relationship between the assessor & learner and the experience of the learner		
5. Access, equality and safety arrangements in relation to the assessments		
6. Accuracy; security; promptness and complete records of assessments and the associated administration		
7. Selection; induction and support of assessors		
8. Make arrangements for internal monitoring activities to assess quality		

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The Learner (Internal Verifier Candidate) will:	The Learner (Internal Verifier Candidate) can:
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 activities to assess quality

ASSESSOR SIGNATURE:	PIN NO:	DATE:
----------------------------	----------------	--------------



UNIT REF: 5	UNIT TITLE: INTERNALLY ASSURE THE QUALITY OF ASSESSMENT
--------------------	--

Evidence Requirements – Learning Outcome 2

Evidence for all learning outcomes must come from performance in the work environment.	Evidence Ref:	
	AP 1 OBS	AP 2 OBS
You, the 'internal verifier candidate' must be observed by your assessor observing the work of 2 different assessors, on at least 1 occasion each (i.e. 2 observations).		
During these observations your assessor must observe you: (Unit Mapping: AC 2.1)		
1. Following through all aspects of your monitoring of the internal quality assurance plan		
2. Following the relevant awarding organisation (e.g. IMI) policies, procedures, criteria and those of your centre, as applicable.		
Provide records of a professional discussion or statements: (Unit Mapping: AC2.2, 2.3, 2.4, 2.5, 2.6)		
1. How you evaluated the expertise and competence of the 2 assessors (referenced above) in relation to the requirements of their role		
2. Show what you were looking for in evaluating assessor planning & preparation of assessment processes		
3. How you checked the assessment methods used by the 2 assessors you were quality assuring, including: a. Safety b. Fairness c. Validity d. Reliability		
4. Determine whether decisions are made using the specified criteria		
5. Compare assessor decisions to ensure that they are consistent		

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The Learner (Internal Verifier Candidate) will:	The Learner (Internal Verifier Candidate) can:
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 of their role 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 decisions are made using the specified criteria 2.6. Compare assessor decisions to ensure they are consistent

ASSESSOR SIGNATURE:	PIN NO:	DATE:
----------------------------	----------------	--------------



UNIT REF: 5	UNIT TITLE: INTERNALLY ASSURE THE QUALITY OF ASSESSMENT
--------------------	--

Evidence Requirements – Learning Outcome 3

Evidence for all learning outcomes must come from performance in the work environment.	Evidence Ref:	
	AP 1 OBS	AP 2 OBS
You, the 'internal verifier candidate' must be observed by your assessor providing feedback to 2 different assessors, following your observation of their assessment activities (i.e. 2 observations).		
During these observations your assessor must observe you: (Unit Mapping: AC3.1 & 3.2)		
Providing assessors with feedback, advice & support, including professional development opportunities (CPD), which help them to maintain & improve the quality of assessment		
Applying procedures for the standardisation of assessment practices and outcomes		
Providing records of a professional discussion or statements on how the above has been implemented		

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The Learner (Internal Verifier Candidate) will:	The Learner (Internal Verifier Candidate) can:
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 improve the quality of assessment 3.2. Apply procedures to standardise assessment practices and outcomes

ASSESSOR SIGNATURE:	PIN NO:	DATE:
----------------------------	----------------	--------------

**UNIT REF: 5****UNIT TITLE: INTERNALLY ASSURE THE QUALITY OF ASSESSMENT****Evidence Requirements – Learning Outcome 4**

Evidence for all learning outcomes must come from performance in the work environment.	Evidence Ref:
You must provide a complete set of Internal Quality Assurance records & supporting evidence which have been completed & prepared as required by the awarding organisation (e.g. IMI).	
Provide records of a professional discussion or statements on how:	(Unit Mapping: AC4.1 & 4.2)
You have followed the required awarding organisation (e.g. IMI) requirements & those of your centre, as appropriate, for recording, storing & reporting quality assurance information.	
You have observed the requirements of the Data Protection Act and any additional awarding organisation (e.g. IMI) and centre requirements for confidentiality.	

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The Learner (Internal Verifier Candidate) will:	The Learner (Internal Verifier Candidate) can:
4. Be able to manage information relevant to the internal quality assurance of assessment	4.1. Apply procedures for recording, storing, reporting information relating to internal quality assurance 4.2. Apply procedures to maintain confidentiality of internal quality assurance information

ASSESSOR SIGNATURE:	PIN NO:	DATE:
----------------------------	----------------	--------------

**UNIT REF: 5****UNIT TITLE: INTERNALLY ASSURE THE QUALITY OF ASSESSMENT****Evidence Requirements – Learning Outcome 5**

Evidence for all learning outcomes must come from performance in the work environment.	
You must provide evidence of how you have maintained legal & good practice requirements when internally monitoring & maintaining the quality of assessment	
Provide records of a professional discussion or written statements on how: (Unit Mapping: AC5.1, 5.2, 5.3, 5.4)	Evidence Ref:
You apply relevant policies, procedures & legislation in relation to the internal quality assurance, including those for health, safety and welfare.	
You apply requirements for equality & diversity and, where appropriate, bilingualism (e.g. in Wales), in relation to the internal quality assurance of assessment.	
You critically reflect on own practice in internally assuring the quality of assessment.	
You maintain the currency of own expertise & competence in internal assuring the quality of assurance.	

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The Learner (Internal Verifier Candidate) will:	The Learner (Internal Verifier Candidate) can:
5. Be able to maintain legal and good practice requirements when internally monitoring and maintaining the quality of assessment	5.1. Apply relevant policies, procedures and legislation in relation to the internal quality assurance, including those for health, safety and welfare 5.2. Apply requirements for equality and diversity and, where appropriate, bilingualism, in relation to the internal quality assurance of assessment 5.3. Critically reflect on own practice in internally assuring the quality of assessment 5.4. Maintain the currency of own expertise and competence in internal assuring the quality of assurance

ASSESSOR SIGNATURE:**PIN NO:****DATE:**



UNIT REF: 8	UNIT TITLE: PLAN, ALLOCATE AND MONITOR WORK IN OWN AREA OF RESPONSIBILITY
--------------------	--

Level: 4	Credit Value: 5
Mapping: MSC D6 Allocate and monitor the progress and quality of work in your area of responsibility	
Rationale: This unit helps learners to plan, allocate and monitor work in own area of responsibility, and make any necessary changes to original work plans.	

Evidence Requirements – Learning Outcome 1

Evidence for all learning outcomes must come from performance in the work environment.	
You must provide evidence of being able to produce a work plan for your own area of responsibility (Unit Mapping: AC 1.4)	Evidence Ref:
Provide records of a professional discussion or statement on how: (Unit Mapping: 1.1,1.2 & 1.3)	
You explained the context in which work was to be undertaken	
You identified the skills base and the resources available	
You examined priorities and success criteria needed for the team	

LEARNING OUTCOMES	ASSESSMENT CRITERIA	Ref No:	Date
The Learner (Internal Verifier Candidate) will:	The Learner (Internal Verifier Candidate) can:		
1. Be able to produce a work plan for own area of responsibility.	1.1. Explain the context in which work is to be undertaken. 1.2. Identify the skills base and the resources available. 1.3. Examine priorities and success criteria needed for the team. 1.4. Produce a work plan for own area of responsibility.		

ASSESSOR SIGNATURE:	PIN NO:	DATE:
----------------------------	----------------	--------------



UNIT REF: 8	UNIT TITLE: PLAN, ALLOCATE AND MONITOR WORK IN OWN AREA OF RESPONSIBILITY
--------------------	--

Evidence Requirements – Learning Outcome 2

Evidence for all learning outcomes must come from performance in the work environment.	
You must provide evidence of being able to allocate and agree responsibilities with team members a work plan for your own area of responsibility (Unit Mapping: AC 2.1 & 2.2)	Evidence Ref
Provide records of a professional discussion or statement on how: (Unit Mapping: AC 2.1 & 2.2)	
You identified team members' responsibilities for identified work activities	
You agreed responsibilities and SMART (Specific, Measurable, Achievable, Realistic and Time-bound) objectives with team members	

LEARNING OUTCOMES	ASSESSMENT CRITERIA	Ref No	Date
The Learner (Internal Verifier Candidate) will:	The Learner (Internal Verifier Candidate) can:		
2. Be able to allocate and agree responsibilities with team members.	2.1. Identify team members' responsibilities for identified work activities. 2.2. Agree responsibilities and SMART (Specific, Measurable, Achievable, Realistic and Time-bound) objectives with team members.		

ASSESSOR SIGNATURE:	PIN NO:	DATE:
----------------------------	----------------	--------------



UNIT REF: 8	UNIT TITLE: PLAN, ALLOCATE AND MONITOR WORK IN OWN AREA OF RESPONSIBILITY
--------------------	--

Evidence Requirements – Learning Outcome 3

Evidence for all learning outcomes must come from performance in the work environment.	
You must provide evidence of being able to monitor the progress & quality of work in own area of responsibility and provide feedback	Evidence Ref
Provide records of a professional discussion or statement on how: (Unit Mapping: 3.1 & 3.2)	
You have identified ways to monitor progress and quality of work	
You have monitored and evaluated progress against agreed standards and provided feedback to team members	

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The Learner (Internal Verifier Candidate) will:	The Learner (Internal Verifier Candidate) can:
3. Be able to monitor the progress and quality of work in own area of responsibility and provide feedback.	3.1. Identify ways to monitor progress and quality of work. 3.2. Monitor and evaluate progress against agreed standards and provide feedback to team members.

ASSESSOR SIGNATURE:	PIN NO:	DATE:
----------------------------	----------------	--------------



UNIT REF: 8	UNIT TITLE: PLAN, ALLOCATE AND MONITOR WORK IN OWN AREA OF RESPONSIBILITY
--------------------	--

Evidence Requirements – Learning Outcome 4

Evidence for all learning outcomes must come from performance in the work environment.	
You must provide evidence of being able to review and amend plans of work for own area of responsibility and communicate change.	Evidence Ref
Provide records of a professional discussion or statement on how:	
(Unit Mapping: AC4.1 & 4.2)	
You review and amend work plan/s, where changes are needed	
You communicate changes to team members	

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The Learner (Internal Verifier Candidate) will:	The Learner (Internal Verifier Candidate) can:
4. Be able to review and amend plans of work for own area of responsibility and communicate changes.	4.1. Review and amend work plan where changes are needed. 4.2. Communicate changes to team members.

ASSESSOR SIGNATURE:	PIN NO:	DATE:
----------------------------	----------------	--------------



ASSESSOR COMMENTS AND FEEDBACK

Assessors should comment and give feedback each time they observe a learner (internal verifier candidate) or meet with a learner (internal verifier candidate) to review evidence. Therefore each time an observation or review of evidence takes place the assessor should enter the date and the evidence number, and make appropriate comments and feedback.

Please see the guide below for the type of comments that can be included.

- The following provides guidance as to the type of comments that can be included below.**
1. A description of the various activities being carried out by the learner (internal verifier candidate) for each unit.
 2. How the learner (internal verifier candidate) has met the performance evidence requirements for each unit.
 3. Questions that you have asked, particularly to cover learning outcomes, not demonstrated through performance.
 4. Questions you have asked to ascertain the learner's (internal verifier candidate's) knowledge & understanding and/or competence.
 5. Issues arising from assessment.
 6. Identification of good or poor performance.
 7. Any action required to further develop the learner's (internal verifier candidate's) knowledge & understanding and/or competence.
 8. Constructive feedback to the learner (internal verifier candidate).

Date	Evidence Ref No.	Assessor Comments: Please ensure your comments are concise.



ASSESSOR COMMENTS AND FEEDBACK

Continuation Sheet

Date	Evidence Ref No.	Assessor Comments: Please ensure your comments are concise.

Please photocopy as necessary