



INSTITUTE
OF THE MOTOR
INDUSTRY

IMI QUALIFICATION



Learner Assessment Record for

Qualifications for External Quality Assurance Staff
(based on LLUK Learning & Development NOS 2010)

IMI Level 4 Award in Understanding the External Quality Assurance of Assessment Processes and Practice

Ofqual I.D:501/2131/5

IMI Level 4 Award in the External Quality Assurance of Assessment Processes and Practice

Ofqual I.D: 501/2132/7

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

Ofqual I.D: 501/2133/9 **Withdrawn 30-11-2015**

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.

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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:

Qualifications for External Quality Assurance Staff

Two Level 4 Awards and one Level 4 Certificate have been developed for external quality assurance staff. Each qualification has at least one unit in common.

Level 4 Award in Understanding the External Quality Assurance of Assessment Processes and Practice (501/2131/5) 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 external quality assurance of assessment, without any requirement to practice as an external verifier. Therefore this qualification is ideal for those individuals new to external quality assurance and hoping to become an external verifier. In addition, it is beneficial for those whose role may benefit from them knowing about essential principles and practices of external quality assurance, but never practice, e.g. programme coordinators and managers.				
Unit Ref:	Unit Title & I.D. Number	Unit Level	Credit Value	GLH
Unit 6	Understanding the Principles and Practices of Externally Assuring the Quality of Assessment (F/601/5322)	4	6	45

Level 4 Award in the External Quality Assurance of Assessment Processes and Practice (501/2132/7) Minimum 12 credits to be achieved at, or above, the level of the qualification Overview This is a practical based qualification. It is intended for individuals whose job role requires them to assure the quality of assessment from outside an organisation or assessment centre, usually on behalf of an awarding organisation. 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 externally quality assuring assessment.				
Unit Ref:	Unit Title & I.D. Number	Unit Level	Credit Value	GLH
Unit 6	Understanding the Principles and Practices of Externally Assuring the Quality of Assessment (F/601/5322)	4	6	45
Unit 7	Externally Assure the Quality of Assessment (J/601/5323)	4	6	30

**Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice (501/2133/9)**
Minimum 17 credits to be achieved at, or above, the level of the qualification**Overview**

This is a practical based qualification. It is intended for individuals whose job role requires them to lead a team of external quality assurance (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 externally quality assuring assessment.

Unit Ref:	Unit Title & I.D. Number	Unit Level	Credit Value	GLH
Unit 6	Understanding the Principles and Practices of Externally Assuring the Quality of Assessment (F/601/5322)	4	6	45
Unit 7	Externally Assure the Quality of Assessment (J/601/5323)	4	6	30
Unit 8	Plan, Allocate and Monitor Work in the Own Area of Responsibility (H/600/9674)	4	5	25



UNIT REF: 6	UNIT TITLE: UNDERSTANDING THE PRINCIPLES AND PRACTICES OF EXTERNALLY ASSURING THE QUALITY OF ASSESSMENT
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Level: 4	Credit Value: 6
Mapping: Learning and Development NOS Standard 12: Externally 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 external 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. 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 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"> a. information collection b. communications c. administrative arrangements d. resources 2.4. Explain how to adapt external monitoring and evaluation approaches to meet customer need without compromising quality standards		



<p>3. Understand how to externally evaluate the quality of assessment and internal quality assurance</p>	<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>		
<p>4. Understand how to externally maintain and improve the quality of assessment</p>	<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>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>		
<p>5. Understand how to manage information relevant to external quality assurance</p>	<p>5.1. Evaluate the requirements for information management, data protection and confidentiality in relation to external quality assurance</p>		
<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>ASSESSOR SIGNATURE:</p>	<p>PIN NO:</p>	<p>DATE:</p>
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UNIT REF: 7	UNIT TITLE: EXTERNALLY ASSURE THE QUALITY OF ASSESSMENT
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Level: 4	Credit Value: 6
Mapping: Learning and Development NOS Standard 12: Externally 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 external quality assurance of assessment – usually an external verifier.	

Evidence Requirements - Learning Outcome 1

All learning outcomes in this unit must be assessed using methods appropriate to the learners (external verifier candidate's) performance.	Evidence Ref:	
	PLAN 1	PLAN 2
You, the 'external verifier candidate', must provide evidence of 2 centre monitoring plans for different types of centres (e.g. company, college, private training provider) at different stages of the verification process, e.g. approval, general monitoring, specific monitoring etc. These plans must show how you have: (Unit Mapping: AC1.1,1.2 & 1.3)		
Planned the procedures for the external quality assurance of assessment		
Communicated the procedures for external quality assurance to the organisations and individuals concerned (including, for example, the aims of a specific visit, areas to be verified, documentation required etc)		
Ensured arrangements and resources are in place for external monitoring and evaluation.		
Provide records of a professional discussion or a written statement on how the procedures above has been implemented		

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The Learner (External Verifier Candidate) will:	The Learner (External Verifier Candidate) can:
1. Be able to plan the external quality assurance of assessment	1.1. Plan procedures for the external quality assurance of assessment 1.2. Communicate procedures for external quality assurance to the organisations and individuals concerned 1.3. Ensure arrangements and resources are in place for external monitoring and evaluation

ASSESSOR SIGNATURE:	PIN NO:	DATE:
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UNIT REF: 7	UNIT TITLE: EXTERNALLY ASSURE THE QUALITY OF ASSESSMENT
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Evidence Requirements - Learning Outcome 2

<p>All learning outcomes in this unit must be assessed using methods appropriate to the learners (external verifier candidate's) performance.</p> <p>You must be observed on 2 occasions evaluating the internal quality assurance of assessments. You must provide evidence of 2 external quality assurance reports. (Guidance: 1 of the reports may be a new centre approval or an existing centre re-approval report.) You must show how you have: (Unit Mapping: AC2.1, 2.2, 2.3,2.4 & 2.5)</p>	Evidence Ref:	
	OBS 1	OBS 2
	REP 1	REP 2
Carried out monitoring activities to quality requirements		
Evaluated the quality of internal quality assurance systems		
Evaluated the quality of internal administrative arrangements		
Evaluated the quality of internal staffing and internal staff expertise and competence		
Determined whether assessment arrangements, methods and decisions meet quality requirement		
Provide records of a professional discussion or written statement on how the above has been implemented		

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<p>The Learner (External Verifier Candidate) will:</p> <p>2. Be able to externally evaluate internal quality assurance and assessment</p>	<p>The Learner (External Verifier Candidate) can:</p> <p>2.1. Carry out monitoring activities to quality requirements</p> <p>2.2. Evaluate the quality of internal quality assurance systems</p> <p>2.3. Evaluate the quality of internal administrative arrangements</p> <p>2.4. Evaluate the quality of internal staffing and internal staff expertise and competence</p> <p>2.5. Determine whether assessment arrangements, methods and decisions meet quality requirements</p>

ASSESSOR SIGNATURE:	PIN NO:	DATE:
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UNIT REF: 7	UNIT TITLE: EXTERNALLY ASSURE THE QUALITY OF ASSESSMENT
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Evidence Requirements - Learning Outcome 3

<p>All learning outcomes in this unit must be assessed using methods appropriate to the learners (external verifier candidate's) performance.</p> <p>You must be able to provide advice & guidance to enable the centres to maintain & improve internal quality assurance processes. You must use constructive feedback with action plans, if appropriate.</p> <p>The evidence for this may be sourced from the 2 monitoring plans in LO1. 1 of which MUST be observed by your assessor.</p> <p style="text-align: right;">(Unit Mapping: 3.1 & 3.2)</p>	Evidence Ref:	
	OBS	
	PLAN 1	PLAN 2
Provide staff with feedback, advice and support which help them maintain and improve the quality of assessment		
Apply procedures for the standardisation of assessment practices and outcomes		
Provide records of a professional discussion or statement on how the above has been implemented		

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The Learner (External Verifier Candidate) will:	The Learner (External Verifier Candidate) can:
3. Be able to maintain and improve internal quality assurance processes	3.1. Provide staff with feedback, advice and support which help them maintain and improve the quality of assessment
	3.2. Apply procedures for the standardisation of assessment practices and outcomes

ASSESSOR SIGNATURE:	PIN NO:	DATE:
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UNIT REF: 7	UNIT TITLE: EXTERNALLY ASSURE THE QUALITY OF ASSESSMENT
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Evidence Requirements - Learning Outcome 4

All learning outcomes in this unit must be assessed using methods appropriate to the learners (external verifier candidate's) performance.	Evidence Ref:
You must be able to manage information relevant to the external quality assurance of assessment, for 2 different types of centres.	
You must gain an endorsement (in the form of a written statement/summative report) from the awarding organisation officer responsible for quality assurance (e.g. Chief Verifier), with regards to the acceptability & completeness of the information provided. (Unit Mapping: AC4.1 & 4.2)	
Apply procedures for recording, storing, reporting information relating to external quality assurance	
Apply procedures to maintain confidentiality of information relating to external quality assurance	
Provide records of a professional discussion or written statement on how the above has been implemented	

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

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UNIT REF: 7	UNIT TITLE: EXTERNALLY ASSURE THE QUALITY OF ASSESSMENT
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Evidence Requirements - Learning Outcome 5

All learning outcomes in this unit must be assessed using methods appropriate to the learners (external verifier candidate's) performance.	Evidence Ref:	
You must be able to maintain legal & good practice requirements when externally monitoring and maintaining the quality of assessment, for 2 different types of centres.		
You must gain an endorsement (in the form of a written statement/summative report) from the awarding organisation officer responsible for quality assurance (e.g. Chief Verifier), with regards to the acceptability & completeness of the information provided. (Unit Mapping: AC5.1, 5.2, 5.3 & 5.4)		
Apply policies, procedures & legislation relevant to the external quality assurance of assessment, including those for health, safety and welfare		
Apply requirements for equality and diversity and, where appropriate, bilingualism (e.g. in Wales), to the external quality assurance of assessment		
Critically reflect on your own practice in externally assuring the quality of assessment		
Maintain the currency of your own expertise & competence, as relevant to external quality assurance		
Provide records of a professional discussion or written statement on how the above has been implemented		

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

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

All learning outcomes in this unit must be assessed using methods appropriate to the learners (external verifier candidate's) performance.	
You must provide evidence of being able to produce a work plan for your own area of responsibility (Unit Mapping AC 1.1, 1.2, & 1.3)	Evidence Ref
Provide records of a professional discussion or written statement on how:	
You have explained the context in which work is to be undertaken	
You have identified the skills base and the resources available	
You examined priorities and success criteria needed for the team	

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The Learner (External Verifier Candidate) will:	The Learner (External 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.

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UNIT REF: 8	UNIT TITLE: PLAN, ALLOCATE AND MONITOR WORK IN OWN AREA OF RESPONSIBILITY
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Evidence Requirements – Learning Outcome 2

All learning outcomes in this unit must be assessed using methods appropriate to the learners (external verifier candidate's) performance.	
You must provide evidence of being able to allocate and agree responsibilities with team members.	Evidence Ref
Provide records of a professional discussion or written statement on how: (Unit Mapping AC2.1 & 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
The Learner (External Verifier Candidate) will:	The Learner (External 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:
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UNIT REF: 8	UNIT TITLE: PLAN, ALLOCATE AND MONITOR WORK IN OWN AREA OF RESPONSIBILITY
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Evidence Requirements – Learning Outcome 3

All learning outcomes in this unit must be assessed using methods appropriate to the learners (external verifier candidate's) performance.	
You must provide evidence of being able to monitor the progress and quality of work in own area of responsibility and provide feedback to team members	Evidence Ref
(Unit Mapping: AC3.1 & 3.2)	
Provide records of a professional discussion or written statement on how:	
You have identified ways to monitor progress and quality of work	
You have monitored and evaluated progress against agreed standards and provide feedback to team members	

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The Learner (External Verifier Candidate) will:	The Learner (External 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:
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UNIT REF: 8	UNIT TITLE: PLAN, ALLOCATE AND MONITOR WORK IN OWN AREA OF RESPONSIBILITY
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Evidence Requirements – Learning Outcome 4

All learning outcomes in this unit must be assessed using methods appropriate to the learners (external verifier candidate's) performance.	
You must provide evidence of being able to review and & amend plans of work for own area of responsibility and communicate changes to team members. (Unit Mapping: AC4.1 & 4.2)	Evidence Ref
Provide records of a professional discussion or written statement on how:	
You reviewed and amended a work plan where changes were needed	
You communicated changes within a work plan to team members	

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The Learner (External Verifier Candidate) will:	The Learner (External 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:
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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.		
<ol style="list-style-type: none">1. A description of the various activities being carried out by the learner (external verifier candidate) for each unit.2. How the learner (external 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 (external 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 (external verifier candidate's) knowledge & understanding and/or competence.8. Constructive feedback to the learner (external 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.