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**Version 1.1 – Feb 2020**

**SafeCert Level 4 Award in Understanding the Internal Quality Assurance of  
Assessment Principles and Practices (RQF) – Qualification Number – 603/0530/7**

**SafeCert Level 4 Award in the Internal Quality Assurance of Assessment  
Processes and Practice (RQF) – Qualification Number – 603/0529/0**

**SafeCert Level 4 Certificate in Leading the Internal Quality Assurance of  
Assessment Processes and Practice (RQF) – Qualification Number – 603/0438/8**

# SafeCert – The Safe Awarding Body

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## Document Control

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## Change History

Version	Date	Reason for change	Change by
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1.0	01/06/2016	Final Release for CCEA Accreditation	Paul Horsburgh
1.1	16/02/2020	Reasonable Adjustments, EQA visits,	Paul Horsburgh

## Change Mechanism

Any person seeking to alter this document must consult the author before making any change. SafeCert Awards Ltd Change Authority must endorse any alterations to the approved version of this document before any wider dissemination of the altered document.

The person making the alteration must indicate every change between the previous (approved) document version and the altered document version.

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## The Regulated Qualifications Framework (RQF)

The Regulated Qualifications Framework (RQF) is the vehicle for regulating qualifications within Northern Ireland, England and Wales. The framework provides a single, simple system for cataloguing all qualifications regulated by CCEA Regulation by both level and size. (Scotland has its own qualification framework called the SCQF).

Qualifications on the Regulated Qualifications Framework (RQF) have both a level and a size allocated to them in order to support individuals in making an informed choice about the most appropriate qualification for them.

Each RQF qualification title contains the following:

- **The Level of the qualification (from entry level to level 8)**
- **The Size of the qualification (Award, Certificate or Diploma)**
- **Details indicating the content of the qualification**

Each qualification has a published structure setting out what must be achieved by an individual in order to demonstrate their knowledge and skills in order to meet the required standard as part of the delivery and certification process.

### Qualification Level

The level of a qualification relates to the complexity and difficulty associated with the development of the knowledge and skills of a particular subject. Qualification levels start at Entry Level and then progress from Level 1 through to Level 8

### Qualification Size

The size of a qualification is an indication of the total amount of time a qualification will take to complete indicated using the term Total Qualification Time (TQT). Qualification sizes are expressed using the terms Award, Certificate or Diploma

### Total Qualification Time (TQT)

Total Qualification Time (TQT) provides a guide for the average time it takes to complete a qualification broken down into two types of activity:

**Guided Learning (GL)** - made up of activities completed by the candidate under the direct instruction or supervision of a lecturer, supervisor or tutor whether through physical presence or electronic means provided as a measurement of time in hours

**Total Qualification Time (TQT)** - made up of the Guided Learning (GL) plus all other time taken in preparation, study or any other form of participation in education or training but not under the direct supervision of a lecturer, supervisor or tutor provided as a measurement of time in hours

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## Introduction

This Qualification Specification is designed to outline information relating to the delivery and achievement of these IQA (Internal Quality Assurance) Verifier Awards. The IQA Verifier Awards are a range of three separate qualifications developed from a set of three units. If you have any further questions, please contact our staff at SafeCert Awards Ltd (SafeCert) contact details page 2 in this document.

## IQA Qualification Titles:

1. **SafeCert Level 4 Award in Understanding the Internal Quality Assurance of Processes and Practice (RQF)**
2. **SafeCert Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice (RQF)**
3. **SafeCert Level 4 Certificate in Leading the Internal Quality of Assessment Processes and Practice (RQF)**

## Qualification Details

### 1.) **SafeCert Level 4 Award in Understanding the Internal Quality Assurance of Processes and Practice (RQF)**

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

### 2.) **SafeCert Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice (RQF)**

This qualification is intended for those who maintain the quality of assessment within an organisation or assessment centre.

### 3.) **SafeCert Level 4 Certificate in Leading the Internal Quality of Assessment Processes and Practice (RQF)**

This qualification is intended for those who lead a team of internal quality assurers.

For exact details of the GLH and TQT please refer to each additional information section at the end of each unit.

## Qualification Structure

The three qualifications which make up the IQA qualifications are made of a combination of three units for which one or more always appears.

**Unit 1 – Understanding the principles and practices of internally assuring the quality of assessment**

**Unit 2 – Internally assure the quality of assessment**

**Unit 3 – Plan, allocate and monitor work in own area of responsibility**

<b>SafeCert Level 4 Award in Understanding the Internal Assurance of Assessment Processes and Practice (RQF)</b>		
<b>Unit 1</b> Understanding the Principles and Practices of Internally Assuring the Quality of Assessment		

This Level 4 Award with 1 unit has 6 credits in total a GLH 45 hours and TQT 60 hours

<b>SafeCert Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice (RQF)</b>		
<b>Unit 1</b> Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	<b>Unit 2</b> Internally Assure the Quality of Assessment	

This Level 4 Award with 2 units has 12 credits in total a GLH 90 hours and TQT 120 hours

<b>SafeCert Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (RQF)</b>		
<b>Unit 1</b> Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	<b>Unit 2</b> Internally Assure the Quality of Assessment	<b>Unit 3</b> Plan, Allocate and Monitor Work in Own Area of Responsibility

This Level 4 Certificate with 3 units has 17 credits in total a GLH 130 hours and TQT 170 hours

## Qualification Objective

The SafeCert range of IQA Verifier Awards and Certificate, are to enable candidates to be competent, proficient and organised in internal quality assurance activities.

These qualifications will be required for the following:

- assessors and verifiers involved in National Vocational Qualifications (NVQs) Those who deliver these qualifications will need to be qualified to meet the requirements of the NVQ Code of Practice and Sector Skills Councils assessment strategies.
- assessors and quality assurance staff who deliver RQF qualifications that use the term ‘NVQ’ in their title will also need these qualifications.
- Depending on the assessment strategies set by individual Sector Skills Councils, some staff, who are assessing and quality assuring qualifications within the RQF that do not use the term ‘NVQ’ in their titles, but whose purpose is to confirm occupational competence, will need to hold IQA qualifications.



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## Mode of Delivery and Assessment

These awards are delivered with at least an induction to the awards on the requirements of the award, the IQA process and the documentation to be used in the assessment of assessors. The candidate IQA would then complete a portfolio of evidence and submit for final assessment.

The first award **SafeCert Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice ( RQF)** is a theory based, assess by short questions and professional discussion.

The second award **SafeCert Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice (RQF)** is assessed by portfolio of assessing two candidate assessors over 2 assessments over a range of assessment methods which include observation of performance in the work environment, use of others (witness testimony), examining products of work, questioning the candidate, discussing with the candidate, looking at candidate statements and recognising prior learning.

The third award **SafeCert Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (RQF)** is assessed by portfolio of assessing two assessors over 2 assessments as well as producing a portfolio of evidence to demonstrate you have lead and managed other IQA's in the team.

There are detailed requirements for the delivery and assessment of these qualifications specified in this document. Therefore delivery and assessment must be undertaken in line with this guidance, regardless of the mode of delivery chosen.

## External Documents Relating to the Qualification

There are a range of additional documents available, pertaining to this qualification. The main ones are as follows:

- Tutor/Assessor & IQA Support Guidance for this award. This is the assessment guidance together with the assessments. (This is only given to approved SafeCert centres for this award).
- Centre Handbook. (This is only for approved SafeCert centres).
- There are other policies such as appeals procedure and reasonable adjustments which can be seen in the about us page on the SafeCert website.

Centre's must be approved by SafeCert Awards, before they can provide any of the SafeCert Award qualifications. Qualifications approval can be included at initial approval. If a centre wishes to seek approval for further awards after the initial approval, they would complete and submit the additional awards approval form.

More Information about your qualification can be found on our website: [www.safecertawards.com](http://www.safecertawards.com)



## Unit 1: Understanding the Principles and Practices of Internally Assuring the Quality of Assessment

This theory unit can be assessed by question and answer plus professional discussion. Candidate IQA must be able to demonstrate their full understanding of the principles and practices of an IAQ. Therefore it would be beneficial to outline the evidence against each of the criteria, referring to practical examples of what you do in practice, or what best practice is when possible.

Learning Outcome	Assessment Criteria
<b>1. Understand the context and principles of internal quality assurance</b>	1.1 Explain the function 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 and external quality assurance process 1.4 Explain the regulations and requirements for internal quality assurance in own area of practice
<b>2. Understand how to plan the internal quality assurance of assessment</b>	2.1 Evaluate the importance of planning and preparing internal quality assurance 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"> <li>• Information collection</li> <li>• Communication</li> <li>• Administrative arrangements</li> </ul> resources
<b>3. Understand techniques and criteria for monitoring the quality of assessment internally</b>	3.1 Evaluate different techniques for sampling evidence of assessment, including use of technology 3.2 Explain the appropriate criteria to use for judging the quality of the assessment process
<b>4. Understand how to internally maintain and improve the quality of assessment</b>	4.1 Summarise the types of feedback, support and advice that assessors may need to maintain and improve the quality of assessment 4.2 Explain standardization requirements in relation to assessment 4.3 Explain relevant procedures regarding disputes about the quality of assessment
<b>5. Understand how to manage information relevant to the internal</b>	5.1 Evaluate requirements for information management, data protection and confidentiality in relation to the internal quality assurance of assessment

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<b>quality assurance of assessment</b>	
<b>6. Understand the legal and good practice requirements for the internal quality assurance of assessment</b>	<p>6.1 Evaluate legal issues, policies and procedures relevant to the internal quality assurance of assessment, including those for health, safety and welfare</p> <p>6.2 Evaluate different ways in which technology can contribute to the internal quality assurance of assessment</p> <p>6.3 Explain the value of reflective practice and continuing professional development in relation to internal quality assurance</p> <p>6.4 Explain requirements for equality and diversity and, where appropriate, bilingualism, in relation to the internal quality assurance of assessment</p>

<b>Additional Information about the unit</b>			
<b>GLH – (Guided Learning Hours)</b>	<b>45</b>	<b>TQT – (Total Qualification Time)</b>	<b>60</b>
<b>RQF Level</b>	<b>4</b>	<b>RQF Credit</b>	<b>6</b>
<b>Support for the unit from SSC or another appropriate body</b>	tbc	<b>Assessment requirements and guidance</b>	This unit must be assessed in accordance with the current Tutor/Assessor/IQA Guidance document
<b>IQA Assessor and Education &amp; Certificate APL</b>	This unit is the same theory unit that candidates can select as part of the SafeCert Level 4 Education and Training Certificate, therefore if candidates have selected this unit they would be exempt from this unit on the IQA Awards.		

<b>Unit 2</b>	
<b>Internally Assure the Quality of Assessment</b>	
<p>Candidate IQA must assess a minimum of 2 assessors occupational competence (4 assessments in total) If both assessors choose one unit that is the same then this would allow demonstration of standardisation of assessment practice.</p> <p>As minimum the candidate IQA must assess assessors in performance evidence for observation, examining products and questioning. Other forms of evidence for remaining methods of assessment can be from professional discussion, witness testimony, candidate statements and prior learning. Simulations are not allowed</p>	
<b>Learning Outcome</b>	<b>Assessment Criteria</b>
<b>1. Be able to plan the internal quality assurance of assessment</b>	1.1 Plan monitoring activities according to the requirements of own role 1.2 Make arrangements for internal monitoring activities to assure quality
<b>2. Be able to internally evaluate the quality of assessment</b>	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 and reliable 2.5 Determine whether assessment decisions are made using the specified criteria 2.6 Compare assessor decisions to ensure they are consistent
<b>3. Be able to internally maintain and improve the quality of assessment</b>	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 standardize assessment practices and outcomes
<b>4. Be able to manage information relevant to the internal quality assurance of assessment</b>	4.1 Apply procedures for recording, storing and reporting information t internal quality assurance 4.2 Follow procedures to maintain confidentiality of internal quality assurance information
<b>5. Be able to maintain legal and good practice requirements when internally monitoring and maintaining the quality of assessment</b>	5.1 Apply relevant policies, procedures and legislation in relation to 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 internal quality assurance 5.3 Critically reflect on own practice in internal quality assuring the quality of assessment 5.4 Maintain the currency of own expertise and competence in internally assuring the quality of assessment

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<b>Additional Information about the unit</b>			
<b>GLH – (Guided Learning Hours)</b>	<b>45</b>	<b>TQT – (Total Qualification Time)</b>	<b>60</b>
<b>RQF Level</b>	<b>4</b>	<b>RQF Credit</b>	<b>6</b>
<b>Support for the unit from SSC or another appropriate body</b>	tbc	<b>Assessment requirements and guidance</b>	This unit must be assessed in accordance with the current Tutor/Assessor/IQA Guidance document

## Unit 3: Plan, Allocate and Monitor Work in Own Area of Responsibility

Candidate IQA's must demonstrate how they plan, allocate and monitor work in own area with other IQA's. This is mainly a management unit for the IQA to demonstrate the management of others in the team.

Learning Outcome	Assessment Criteria
<b>1. Be able to prepare a work plan for own area of responsibility</b>	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
<b>2. Be able to allocate and agree responsibilities with team members</b>	2.1 Identify team members responsibilities for identified work activities 2.2 Agree responsibilities of SMART (Specific, Measurable, Achievable, Realistic and Time-bound) objectives with team members
<b>3. Be able to monitor the progress and quality of work in own area of responsibility and provide feedback</b>	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
<b>4. Be able to review and amend plans of work for own area of responsibility and communicate changes</b>	4.1 review and amend work plan where changes are needed 4.2 Communicate changes to team members

### Additional Information about the unit

<b>GLH – (Guided Learning Hours)</b>	<b>40</b>	<b>TQT – (Total Qualification Time)</b>	<b>60</b>
<b>RQF Level</b>	<b>4</b>	<b>RQF Credit</b>	<b>6</b>
<b>Support for the unit from SSC or another appropriate body</b>	tbc	<b>Assessment requirements and guidance</b>	This unit must be assessed in accordance with the current Tutor/Assessor/IQA Guidance document

## Additional Information about the Award

<b>Level 4 Award in Understanding the Internal Assurance of Assessment Processes and Practice</b>			
Qualification Number	603/0530/7	RQF Level	4
GLH – (Guided Learning Hours)	45	RQF Credit	6
TQT – (Total Qualification Time)	60		

<b>Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice</b>			
Qualification Number	603/0529/0	RQF Level	4
GLH – (Guided Learning Hours)	90	RQF Credit	12
TQT – (Total Qualification Time)	120		

<b>Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice</b>			
Qualification Number	603/0438/8	RQF Level	4
GLH – (Guided Learning Hours)	130	RQF Credit	17
TQT – (Total Qualification Time)	170		

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## Candidates with Proven Special Considerations

The SafeCert procedures can be found in the Guidance on Reasonable Adjustments and Special Consideration document which is on the SafeCert website [www.safecertawards.com](http://www.safecertawards.com)

## Guidance Notes on Delivery

Centres may choose to deliver this qualification via blended learning. ‘Blended learning’ means the combination of delivery by face to face methods and candidate self-study.

There are detailed requirements for the delivery and assessment of these qualifications specified in this document. Therefore delivery and assessment must be undertaken in line with this guidance, regardless of the mode of delivery chosen.

Any training materials used for assessment purposes must either be endorsed by SafeCert beforehand or approved by the Safe Cert external moderator prior to their usage in line with this document. Where SafeCert– endorsed materials are available by training providers they will be listed on our website [www.safecertawards.com](http://www.safecertawards.com)

Therefore delivery and assessment must be undertaken in line with this guidance, regardless of the mode of delivery chosen.

Any training materials used for assessment purposes must either be endorsed by SafeCert beforehand or approved by the SafeCert external quality adviser prior to their usage in line with this document. Where SafeCert– endorsed materials are available by training providers they will be listed on our website [www.safecertawards.com](http://www.safecertawards.com)

## Prerequisites

**Age** - Candidates must be 18+ years.

These qualifications are available to anyone who is capable of reaching the required standards.

Candidates for this award should have experience in Assessing and it would be appropriate for them to hold one of the assessing awards such as the following:

- D32 or D33 Assessor Awards, A1 or A2 Assessor Awards, one of the TAQA Assessor Awards or the Regulated Assessing CPD certificate.

## Opportunities for Progression

Successful completers can progress to:

- SafeCert Level 3 Education and Training Award (RQF)
- SafeCert EQA Awards



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## Pre-Qualification Procedures

The qualification is designed to be delivered free from any barriers that restrict access or progression thereby promoting equal opportunities.

## ID Checking

All candidates must be instructed to bring photographic identification to the assessment to be checked by the assessor. This instruction should be given ahead of the course/assessment when the candidate registers and/or with any pre-course materials.

It is the responsibility of the Centre to have systems in place to ensure that the person taking an examination/assessment is indeed the person they are purporting to be. All Centres are therefore required to ensure that each candidate's photographic identification is checked before they are allowed to undertake the examination/assessment and write the type of photo identification provided by each candidate on the Candidate List under "Identification Provided"

## Initial Assessment

All centres need to carry out an initial assessment that identifies what competence and knowledge a candidate has already so that this can be taken into account. This should be recorded so that centres can identify any associated special requirements and record this in appropriate plans

## SECTION 2 – ASSESSMENT OVERVIEW

### Delivery /Assessment Ratios

In order to effectively deliver and assess this qualification, it is recommended that centres do not exceed the ratio of 1 qualified tutor/assessor to 16 candidates. It is essential all candidates get the teaching practice and support requirement which would be extremely difficult if the number of candidates increased more than 16. If a centre wishes to increase this ratio, they must first request approval and state how they would support candidate needs.

Please note a student cannot assume responsibility in the workplace until they reach the age of 16, and then it is the employer's responsibility to ensure that the student is suitable for that role.

### Guidance on Assessment

SafeCert has worked with subject specialists to develop a robust and streamlined assessment process which includes the following:

1. Short Answer Questions with additional Professional Discussion if required – Candidates will complete a short answer question paper to a set standard. Then to ensure competency in all areas the candidates would also take part in a professional discussion on any missed points in the assessment

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2. Portfolio – Candidates need to complete a comprehensive portfolio which will include the assessment checklist so they can explain how they have achieved the criteria as well as show the practical evidence from the evidence list to prove they have competence in each criteria
3. Assessment – All assessments must be internal verified by competent IQA
4. Action Plan – Action plans must be developed and agreed with the assessors so both would sign and date after agreement. This assessment plan would then be reviewed and updated as they work their way through the award
5. Questions – When setting questions look at the assessment criteria as you can only ask questions where there is a need to satisfy the criteria. Therefore you can't ask questions on topics where it is not covered in the learning outcomes and criteria for the award. Please cross reference each question back to the criteria of the award
6. Assessor Observations – The candidate IQA would conduct assessor observation of the assessor assessing a candidate on any practical elements of the award. Again it is very useful to cross reference back to the criteria each of the observation points you are assessing
7. Professional Discussion – Candidates will complete a professional discussion on agreed points in the award with the assessor to cover the full criteria for the award.
8. IQA Reports - These must be completed for each observation and assessment for which we have included an example IQA Report.
9. Standardisation – Candidate IQA must show participation in standardisation activity

Full details and assessment materials are recorded in the Tutor/Assessor Guidance support information.

A range of other assessment methods or combination of these methods can be used towards the awards, but you must ensure all assessment criteria is full covered. Other assessment methods include the following:

Assessment grids	Checklists	Portfolio of evidence	Reflective Journal
Assessment tasks	Essays	Professional discussion	Self-evaluation
Assignments	Observations	Projects	Written statements
Case Studies	Online assessments	Questions (written/oral)	Worksheets

Full details and assessment materials are recorded in the Tutor/Assessor Guidance support information.

### Guidance on Internal Quality Assurance

SafeCert centres require having in place a robust internal quality assurance system. The Internal Quality Assurance must be completed by a suitably qualified person who has also not been involved with the delivery or assessment of the award.

The Internal Quality Assurers Role is to monitor not only the assessment of the qualification but also how it is delivered. This can be completed in a number of ways such as observing a course delivery/assessment, sampling assessments, candidate interviews in person or by telephone etc.

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All assessment materials must be kept at the centre for a minimum of 3 years and made available for any quality assurance checks.

### Guidance on External Quality Assurance

SafeCert approved centres are required to be externally quality assured. This is to support centres in the implementation and management of the award and also to ensure the validity and value of the qualification.

SafeCert Awards employs a risk-based model to decide the frequency of EQA visits and each approved Centre will receive at least 1 EQA visit within a 3-year cycle. In addition to the EQA Visits SafeCert Awards will also conduct the following:

- Sample Desktop EQA Spot Checks on Assessment – This is where we will ask a sample of centres each year to send in all assessment paperwork so we can conduct an EQA desktop approval on assessment
- Sample EQA Centre Visits on Observation of Assessment – This is where we will conduct a sample of visits to monitor assessments during the assessment process at the centre.

SafeCert centres, must provide access to all records, for any EQA visits. Full details can be seen in the Centre Handbook.

### Reassessment Procedures

Candidates who are unsuccessful in any aspect of the assessment process will be offered 1 further opportunity to be reassessed in the appropriate component of the assessment, ideally within the timeframe allocated. Candidates should be aware that there may well be an additional charge for conducting reassessments.

Plans for assessment and assignment tasks must be approved by SafeCert prior to the first assessment being undertaken by the candidates. This approval process will be carried out by the EQA either electronically (or using other forms of correspondence), or at an initial quality assurance visit. Materials for approval can be sent directly to SafeCert's office manager who will ensure it is passed to the appropriate person. A standard SafeCert observation Performa is available for use by centres.

### Grading

Assessment is pass/ reassessment /fail. There is no grading.

### Unit Certification

Certification will be issued for each award once the minimum number of units has been achieved, all assessment components must be completed by the candidate and they must pass the centre quality assurance process to be certificated for the award.

### Centre Examination Procedures

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SafeCert requires centres to monitor assessments in place:

- Assessor must keep all assessment papers in secure locked area until the start of the assessment
- Assessor will ensure no candidates have any written notes or other reference material during the assessment
- Assessor will ensure the assessment room is in a quiet area and the room has an Exam Notice – Please keep quiet during the assessment
- Assessor will make sure there is no talking during the assessment
- Assessor will ensure there is a suitable distance between candidates to prevent copying of answers
- All candidates will need to sit at their desk and remain quiet until the full assessment period is complete
- All candidates must stop writing as soon as the assessor has indicated the assessment time is now completed
- All question papers and answer sheets, should then be marked by the assessor. This is then sent to IQA for internal quality assurance of results and then held in secure locked area, for at least the duration of the validity of the award. SafeCert will then request full assessment materials sent in, if you are a new centre or for periodic EQA desktop spot checks on assessment. If you have direct claims, then only the registration and results are required to be sent in, unless otherwise requested. During external quality assurance visits, the EQA will need access to all assessment and IQA documents. SafeCert Awards will also conduct EQA observation of assessment visits to a sample of centres each year.

### Facilities/Resources/Safety Considerations

Any training or assessment site must meet the requirements of health and safety and accepted safe practice in the delivery of safe cert Qualifications.

Training and assessment must be able to provide a suitable teaching area/environment conducive to candidates' learning i.e. well lit, well ventilated and of adequate size as per above requirements.

### Reasonable Adjustments

Awarding organisations and centres are only required by law to do what is 'reasonable' in terms of giving access. What is reasonable will depend on the individual circumstances, the practicality and effectiveness of the adjustment. Other factors, such as the need to maintain competence standards and health and safety, must also be taken into consideration.

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the candidate at a substantial disadvantage in the assessment situation.

**Reasonable adjustments must not affect the integrity of what needs to be assessed, but may involve:**

- changing standard assessment arrangements, for example allowing a candidate extra time to complete the assessment activity
- adapting assessment materials, such as providing materials in Large Print
- providing access for facilitators during the assessment, such as a sign language interpreter or a reader

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- re-organising the assessment room, such as removing visual stimuli for an autistic candidate.

*Reasonable adjustments are approved and agreed before the assessment activity takes place. They constitute an arrangement to give the candidate access to the assessment activity. The use of a reasonable adjustment will not be taken into consideration during the assessment of a candidate's work.*

All awarding organisations and centres have a responsibility to ensure that the process of assessment is robust and fair while allowing the candidate to show what they know and can do without compromising the assessment criteria.

### **Adjustments to assessments:**

- should not invalidate the assessment requirements of the qualification
- should not give the candidates an unfair advantage
- should reflect the candidate's normal way of working
- should be based on the individual need of the candidate.

SafeCert has a Reasonable adjustments policy which can be found on our website <http://www.safecertawards.com/pdf/ReasonableAdjustmentsPolicy.pdf> or you can obtain a copy by e-mailing SafeCert at [info@safecertawards.com](mailto:info@safecertawards.com).

## SECTION 3

### Centre Staffing

Ensure that there are a sufficient number of people either trained or qualified to assess the number of candidates they anticipate to register. Ensure that there are a sufficient number of people either trained or qualified to internally quality assure for the number of candidates and assessors

Put quality assurance systems in place to ensure that all assessments are valid, reliable, authentic and sufficient while providing sufficient training and updating for the IQAs identified as being responsible for quality assurance.

Ensure that there is a system of standardisation in place to ensure that all assessments are consistent and fair and those undertaking the roles of quality assurance and assessment maintain their skills, knowledge and understanding regarding assessment and quality assurance and the associated qualification.

The occupational expertise of those undertaking the roles of assessment and internal verification is one of the key factors underpinning valid, fair and reliable assessment. The integrity of assessments and verifications is of paramount importance. Centres must ensure that there is sufficient time to conduct effective assessment and internal verification.

# SafeCert – The Safe Awarding Body

## Criteria for Trainer/Assessors

SafeCert requires that Nominated Trainers/Assessors have teaching experience and hold a qualification in the relevant subject area.

*Suitable Subject Area Qualifications may include:*

- Hold a teaching or training qualification above this Education and Training Award Level 3 or the level 3 or 4 of PTLLS. Therefore the Level 4 Education and Training Certificate would be a suitable teaching qualification plus the IQA Award
- Have experience of IQA
- Have access to appropriate guidance and support
- Have ongoing participation in standardisation and other quality processes

New staff can be accepted onto the team if they have evidence of substantial and successful IQA experience. They must be fully supported, for example, partaking in an IQA activities but countersigned by qualified IQA, be allocated a mentor, and be monitored IQA activity. Records must be maintained of all support given to new team members until they are qualified and experienced in the role.

Staff who are also assessing the award must also have a suitable assessing qualification may include.

## Assessing

- TAQA Assessor Awards (or D32/D33/A1, A2)
- SQA Assess Work based Competence using Direct Methods
- SQA Assess Work based Competence using Direct and Indirect Methods
- Have current evidence of CPD in assessment and quality assurance

## Criteria for Internal Quality Assurers

SafeCert requires the Nominated IQA for an approved centre must hold a qualification in the relevant subject area.

*Suitable Subject Area Qualifications may include:*

- Have up to date knowledge and experience in assessment and IQA
- Hold s TAQA Assessors Award/Certificate or D32/D33/A1 Assessors Award
- Hold on of the IQA Awards as listed below
- Have current evidence of CPD in IQA

As well as the subject knowledge and competence the IQA must also have one of the approved IQA qualifications as listed below.

Qualification	IQA*
V1 or D34	✓
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	✓

## SafeCert – The Safe Awarding Body

Regulated Qualifications based on the Learning and Development NOS 11 Internally Monitor and Maintain the Quality of Assessment	✓
SQA Accredited Learning and Development Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment	✓
SQA Internally Verify the Assessment Process	✓

Trainee IQA's must have their decisions countersigned by a qualified IQA in the same subject area. They must be fully supported, for example, partaking in an samplings, be allocated a mentor and be monitored in all IQA activity. Records must be maintained of all support given to new team members, until they are qualified and experienced in the role.

### Internal Quality Assurance

Internal quality assurance is key to ensuring that the assessment of evidence for units is of a consistent and appropriate quality. Those carrying out internal quality assurance must be occupationally knowledgeable in the area they are assuring and be qualified to make quality assurance decisions.

### Delivery

The qualification must be delivered using a programme of training that is approved by safe cert having been checked that the learning outcomes have been met. A qualification can be approved with initial centre approval form or after with an additional awards application form, these can be downloaded from [www.safecertawards.com](http://www.safecertawards.com), or you can contact SafeCert for more information.

The programme may be applied flexibly, in accordance with candidates' needs and local circumstances; facilitators/assessors are encouraged to repeat sessions that candidates have not fully grasped or introduce additional sessions to ensure understanding and competence. It is recommended that where possible the theoretical sessions are interspersed with practical aspects.

### Useful Websites

Company	Website
HSE	<a href="http://www.hse.gov.uk/">www.hse.gov.uk/</a>
Department of Education	<a href="http://www.education.gov.uk">www.education.gov.uk</a>
Institute for Learning	<a href="http://www.ifl.ac.uk/">www.ifl.ac.uk/</a>
Learn Higher – Free resources	<a href="http://www.learnhigher.ac.uk">www.learnhigher.ac.uk</a>
BILD – British Institute for Learning and Development	<a href="http://www.thebild.org">www.thebild.org</a>
SafeCert Awards	<a href="http://www.safecertawards.com">www.safecertawards.com</a>