



PART OF **nocn** GROUP

QUALIFICATION SPECIFICATION

Internal Quality Assurance Qualifications

NOCN Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice

Qualification No: 600/0734/5

NOCN Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice

Qualification No: 600/0735/7

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

Qualification No: 600/0730/8

Operational Start Date: 1 October 2018

Version: 6.1 November 2023

To know more about NOCN:

- Visit the NOCN website: www.nocn.org.uk
- Call the Customer Service Team: **0300 999 1177**

Introduction

NOCN is a market-leading awarding organisation that has been providing qualifications for a wide range of centres, including FE colleges and training providers, for 30 years both in the UK and internationally.

We work with centres to deliver a high quality and flexible service for learners to underpin our passionate belief in the power of education and its impact on communities and individuals.

We offer all the advantages of being with a national awarding organisation with a diverse portfolio of qualifications, alongside providing a personalised, bespoke, service to our centres and learners.

As an accredited Leader in Diversity we are proud of our reputation as a provider of fully accessible, trusted and flexible qualifications.

About NOCN Group

NOCN is part of NOCN Group, a progressive educational charity whose core aims are to help learners reach their potential and organisations thrive. The group includes business units specialising in regulated UK and international qualifications, end point assessment, endorsed programmes and assured short courses, Smart job cards, assessment services, consultancy, and research.

NOCN Group shares a joint purpose to offer learners, training providers, employers, and FE Colleges a fully integrated range of learning and skills development products and services.

Information about all our courses and qualifications is available from our website:

<https://www.nocn.org.uk/>

Summary of changes

This section summarises the changes to the qualification specification since the last version (version 5.2 August 2022).

Version	Publication date	Summary of Amendments
6.0	May 2023	<ul style="list-style-type: none"> • Minimum age changed from 16 to 19 y/o • Wording aligned with latest NOCN qualification specification template. • Updated Centre requirements. Added specific qualification requirements for Tutor, Assessor and Internal Quality Assurer (pages 8-11)
6.1	November 2023	<ul style="list-style-type: none"> • Duplication of wording removed from P10

Qualifications at a Glance

Title	Size
<p>NOCN Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice – 600/0734/5</p>	<p>GLH – 45 Credit – 6 TQT – 60</p>
<p>NOCN Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice - 600/0735/7</p>	<p>GLH – 90 Credit – 12 TQT – 120</p>
<p>NOCN Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice - 600/0730/8</p>	<p>GLH – 120 Credit – 17 TQT – 170</p>
Purpose	Target Audience
<p>The purpose of these qualifications is to equip learners with the knowledge, skills and understanding of Internal Quality Assurance and confirm competence in an occupational role in the Education Sector.</p>	<p>These qualifications are designed for those who currently work, or wish to work, in the field of assessment and internal quality assurance. They are designed to support the Assessment and Quality Assurance of Apprenticeships and vocational qualifications.</p>
Content Overview	Entry Requirements
<p>These Level 4 qualifications provide a significant amount of knowledge, understanding and skills development that underpins occupational competence in Assessment and Quality Assurance.</p>	<p>It is recommended that learners hold an Assessing qualification prior to enrolling. See Qualification Information for detail.</p> <p>The learner must be a minimum of 19 years or above.</p>
Assessment	Additional Resources
<p>These qualifications are assessed by Portfolio of Evidence.</p>	<p>n/a</p>

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1. Overview of Qualification

These qualifications are vocationally based and as such, offer the opportunity for learners to demonstrate an achievement of practical skills, understanding and knowledge in the role of an Internal Quality Assessor.

These qualifications will equip learners with the knowledge and skills to progress to further learning or a role in the Education Sector as an Internal Quality Assurer.

- The **NOCN Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice** is intended for those who wish to gain an understanding of the principles and practices of internal quality assurance without any requirement to practice.
- The **NOCN Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice** is intended for those who maintain the quality of assessment within an organisation or assessment centre.
- The **NOCN Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice** is intended for those who lead a team of internal quality assurance staff.

These qualifications have been developed with sector representatives and subject matter experts and map to the Learning and Development National Occupational Standards (NOS).

The latest Assessment and Quality Assurance Qualifications Guidance from the Education & Training Foundation can be available [here](#).

1.1. Entry Requirements

It is recommended learners hold one of the following qualifications prior to enrolling:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Certificate in Assessing Vocational Achievement
- A1 Assess candidate performance using a range of methods
- D32/D33 assess candidates performance/assess candidates using a different range of methods

Learners undertaking the unit **Plan, Allocate and Monitor Work in Own Area of Responsibility** should be involved in the active coordination of the internal verification of accredited learning.

Learners must be in a position to demonstrate the requirements of the qualification and have access to assessment opportunities and relevant resources. Please refer to specific assessment requirements on individual components for more information.

Centres should undertake initial assessment activities with learners to ensure this is an appropriate qualification and they are capable of achieving the level they will be studying before enrolling them onto a programme of learning.

These qualifications are available to learners aged **19** years and above.

1.2. Progression Routes

Achievement of these qualifications confirm the learner has gained the knowledge and skills required to:

- gain employment as an Internal Quality Assessor
- progress onto External Quality Assurance Qualifications.

2. Qualification Details

2.1. Qualification Structure

The NOCN Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice is a **6** credit qualification with a Total Qualification Time (TQT) of **60** hours, including **45** Guided Learning Hours (GLH).

Learners **must** achieve all **6** credits from the **1** mandatory component.

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Understanding the principles and practices of internally assuring the quality of assessment	M	L4	T/601/5320	6	45	Portfolio of Evidence

The NOCN Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice is a **12** credit qualification with a Total Qualification Time (TQT) of **120** hours, including **90** Guided Learning Hours (GLH).

Learners **must** achieve all **12** credits from the **2** mandatory components.

Understanding the principles and practices of internally assuring the quality of assessment	M	L4	T/601/5320	6	45	Portfolio of Evidence
Internally assure the quality of assessment	M	L4	A/601/5321	6	45	Portfolio of Evidence

The NOCN Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice is a **17** credit qualification with a Total Qualification Time (TQT) of **170** hours, including **120** Guided Learning Hours (GLH).

Learners **must** achieve all **17** credits from the **3** mandatory components.

Understanding the principles and practices of internally assuring the quality of assessment	M	L4	T/601/5320	6	45	Portfolio of Evidence
Internally assure the quality of assessment	M	L4	A/601/5321	6	45	Portfolio of Evidence
Plan, allocate and monitor work in own area of responsibility	M	L4	H/600/9674	5	25	Portfolio of Evidence

2.2. Total Qualification Time (TQT)

Through consultation with users, TQT has been agreed by considering the total number of learning hours required for the average learner to achieve these qualifications.

TQT is split into two areas:

Area	Example of activities
<p>1. Guided Learning Hours (GLH):</p> <ul style="list-style-type: none"> learning activity under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training includes the activity of being assessed if the assessment takes place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training 	<ul style="list-style-type: none"> Classroom-based learning supervised by a teacher Work-based learning supervised by a teacher Live webinar or telephone tutorial with a teach in real time E-learning supervised by a teacher in real time All forms of assessment which take place under the immediate guidance or supervision of an appropriate provider of training Exam time

<p>2. Other Learning Hours (OLH):</p> <ul style="list-style-type: none"> • an estimate of the number of hours a learner will spend, as directed by (but not under the immediate guidance or supervision of) a lecturer, supervisor, tutor or other appropriate provider of education or training, including: <ul style="list-style-type: none"> ○ preparatory work ○ self-study ○ any other form of education or training, including assessment 	<ul style="list-style-type: none"> • Independent and unsupervised research/learning • Unsupervised compilation of a portfolio of work experience • Unsupervised e-learning • Unsupervised e-assessment • Unsupervised coursework • Watching a pre-recorded podcast or webinar • Unsupervised work-based learning
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2.3. Assessment and Evidence

The qualifications are internally set and internally assessed.

Internal assessment (internally set and internally assessed)

Internal assessment activity must ensure evidence of achievement against **all** the requirements specified within each component.

For assessments that are internally set, the IQA will need to ensure pre-verification of assessment tasks take place prior to its use to ensure that it is an appropriate assessment tool, that it is inclusive to learners of all needs, that it meets the principles of assessment and does not hinder learner attainment of the NOCN assessment evidence requirements.

Refer to the **NOCN Quality Assurance Manual** for further information on the Internal Quality Assurance process. This can be found on the NOCN website at www.nocn.org.uk

Centres must ensure that knowledge-based learning is at the correct level for the qualifications

Assessment activities must be robust in that the assessment decisions are made based on evidence, which is valid, authentic, current, sufficient and reliable regarding the assessment taking place:

- Valid** The validity of an assessment decision is ensuring that the right thing has been assessed in the right way to deliver an accurate assessment result.
- Authentic** The assessment process must ensure that all evidence of achievement is authentic in that it has been created solely by the learner (unless otherwise required) and has not been plagiarised. If work was not authentic, it would undermine the entire the assessment process and overall qualification system.
- Current** The assessment process must ensure that the evidence used to claim qualification or unit achievement reflects current industry/qualification

practice. This can be done by ensuring that the evidence is relevant at the time of the assessment as well as ensuring that the assessor has used the most-up-date assessment documentation.

Sufficient The Assessor must review assessment evidence to judge whether the learner has generated enough evidence at the right level to confidently cover all relevant learning outcome or assessment criteria requirements. The Assessor must also ensure their records of the assessment are complete, legible and accurate.

Reliable The Assessor must ensure that they are making reliable and consistent assessment decisions across their learners and with other Assessors within the Centre. Assessment decisions must also be consistent over time and across academic/programme cycles. This can be supported by attending standardisation activities.

The qualifications are graded at Pass/Fail.

More details on each unit's assessment can be found in the Assessment section of each unit.

2.4. Fair and Equitable Assessment

Assessment must be designed to be accessible and inclusive and the assessment methodology must be appropriate for individual assessment, giving due consideration to any assessment requirements attached to individual components.

2.5. Learners with Particular Requirements

If you are a NOCN Recognised Centre and have learners with particular requirements, please see the **NOCN Reasonable Adjustments and Special Considerations Policy and Procedure** found on the NOCN website at www.nocn.org.uk

This policy gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the assessment criteria.

The NOCN Centre Approval process requires the centre to hold policy statements on Equal Opportunities, Diversity and Disability Discrimination, which will be reviewed by NOCN.

Please refer to the **NOCN Quality Assurance Manual** for further details.

2.6. Recognised Prior Learning

Recognising Prior Learning is an assessment process that recognises learning that has its origins in a learner's experience and/or previous formal and informal learning contexts. This includes knowledge and skills gained within school, college, university and outside formal learning situations such as through life, employment, apprenticeships and other work experiences.

NOCN is committed to the Recognition of Prior Learning (RPL) and has developed a policy and procedures to inform and support centres. This is available on the NOCN website at www.nocn.org.uk

2.7. Assessment and Evidence for the Components

Forms and guidance for gathering learner evidence against the individual assessment criteria are available for download in Word format on the NOCN website:

<https://www.nocn.org.uk/support/nocn-support/quality-assurance/>

3. Centre Information

3.1. Required Resources for Delivering the Qualification

As part of the requirement to deliver these qualifications there is an expectation that staff undertaking roles as part of the delivery and assessment of the qualification have a demonstrable level of expertise.

NOCN expects that Tutors and Assessors are able to demonstrate the following competencies:

3.1.1. Tutor Requirements

- Be technically competent, hold a teaching qualification appropriate for the level of qualification they are delivering. This can include:
 - Further and Adult Education Teachers Certificate
 - Cert Ed/PGCE/B Ed/m Ed
 - PTLLS/CTLLS/DTLLS
 - Level 3 Award/Level 4 Certificate/Level 5 Diploma in Education and Training

3.1.2. Assessor Requirements

- hold the qualification (or previous equivalent qualification) they are assessing and have successfully assessed learners for other qualifications; if assessing quality assurance roles, they must have experience as a qualified quality assurance practitioner of carrying out internal or external quality assurance of qualifications for a minimum of two assessors
- have up-to-date working knowledge and experience of best practice in assessment and quality assurance

3.1.3. Internal Quality Assurer Requirements

Each centre must have internal quality assurance policies and procedures in place to ensure that decisions made by Assessors are appropriate, consistent, fair and transparent, and that they do not discriminate against any learner. The policies and procedures must be sufficient to secure the quality of the award, ensuring validity, reliability and consistency.

NOCN expects that an Internal Quality Assurer is able to demonstrate the following competencies:

They should:

- hold the qualification (or previous equivalent qualification) they are assessing and have successfully assessed learners for other qualifications; if assessing quality assurance roles, they must have experience as a qualified quality assurance practitioner of carrying out internal or external quality assurance of qualifications for a minimum of two assessors
- have up-to-date working knowledge and experience of best practice in assessment and quality assurance

NOCN supports and recognises Centres' internal quality assurance systems which support the above; any system should include standardisation and sharing of good practice.

Centre staff may undertake more than one role, e.g. tutor, assessor or internal quality assurer, but they **cannot** carry out any quality assurance on work that they have previously assessed.

3.1.4. Continuing Professional Development (CPD)

Centres are expected to support their staff, ensuring that their subject knowledge remains current and that their members of staff are up to date with regards to best practice in delivery, assessment and quality assurance.

3.1.5. External Quality Assurance

Once recognised as a Centre, NOCN will allocate an External Quality Assurer. The External Quality Assurer will have ongoing responsibility for monitoring the Centre's compliance with the requirements of recognised Centre approval status.

The External Quality Assurer will make regular visits to all centres. During these visits they will:

Monitor the Centre's compliance with the Centre approval criteria by reviewing course documentation, meeting managers, tutors, internal quality assurers, learners, and administrative staff.

Review the standard of the Centre's assessment and internal quality assurance practices and decisions to determine whether all assessment requirements are met to support safe and valid claims for certification. This can be found on the NOCN website at www.nocn.org.uk

Refer to the **NOCN Quality Assurance Manual** for further information on the External Quality Assurance process.

3.2. Offering the Qualification

Existing Centres

If you are already recognised to offer NOCN qualifications and would like more information about offering these qualifications, please contact: business-enquiries@nocn.org.uk.

Use Horizon to add qualifications to your Centre.

New Centres

If you are interested in offering these qualifications, but are not yet a NOCN Approved Centre, please see **Become a Registered Centre** on our website <https://www.nocn.org.uk/customers/nocn-centres/> and click Become a Centre.

4. Component Information

To achieve these qualifications a learner must provide evidence of learning and achievement against all the assessment requirements within each of their chosen components.

A copy of all Mandatory components can be downloaded via the NOCN website.

NOCN Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice

<https://www.nocn.org.uk/products/qualifications/600-0734-5-nocn-level-4-award-in-understanding-the-internal-quality-assurance-of-assessment-processes-and-practice/>

NOCN Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice

<https://www.nocn.org.uk/products/qualifications/600-0735-7-nocn-level-4-award-in-the-internal-quality-assurance-of-assessment-processes-and-practice/>

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

<https://www.nocn.org.uk/products/qualifications/600-0730-8-nocn-level-4-certificate-in-leading-the-internal-quality-assurance-of-assessment-processes-and-practice/>

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