

Quality Assurance Qualifications

08357 Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice

08361 Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice

08359 Level 4 Award in the External Quality Assurance of Assessment Processes and Practice

08360 Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice

Main features of the qualifications

These are competency based qualifications designed for those who are responsible for the quality assurance of qualifications either internally for a training provider for example or externally for an Awarding Organisation for example.

Target Audience

The Award in the Internal Quality Assurance of Assessment Processes and Practice is intended for those who maintain the quality of assessment from within an organisation or assessment centre.

The Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice qualification is intended for those who are part of the internal quality assurance processes and who lead a team of internal quality assurance staff.

The Award in the External Quality Assurance of Assessment Processes and Practice is intended for those who maintain the quality of assessment from outside an organisation or assessment centre, usually on behalf of an awarding organisation.

The Certificate in Leading the External Quality Assurance of Assessment Processes and Practice is intended for those who lead a team of people responsible for assuring the quality of assessment from outside an organisation or assessment centre, usually on behalf of an awarding organisation.

Qualification Structures

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

To achieve this qualification, candidates must achieve a total of 12 credits from 2 mandatory units.

OCR Unit No.	SSC Unit No.	Unit Title	Unit Accreditation No. (UAN)	Credit	Level	GLH
1	13.1/13.2	Understanding the principles and practices of internally assessing the quality of assessment	T/601/5320	6	4	45
2	13.1/13.2	Internally assure the quality of assessment	A/601/5321	6	4	45

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

To achieve this qualification, candidates must achieve a total of 17 credits from 3 mandatory units.

OCR Unit No.	SSC Unit No.	Unit Title	Unit Accreditation No. (UAN)	Credit	Level	GLH
1	13.1/13.2	Understanding the principles and practices of internally assessing the quality of assessment	T/601/5320	6	4	45
2	13.1/13.2	Internally assure the quality of assessment	A/601/5321	6	4	45
3	01.4/14.1 15.2/15.3 15.4	Plan, allocate and monitor work in own area of responsibility	H/600/9674	5	4	25

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

To achieve this qualification, candidates must achieve a total of 12 credits from 2 mandatory units.

OCR Unit No.	SSC Unit No.	Unit Title	Unit Accreditation No. (UAN)	Credit	Level	GLH
1	13.1	Understanding the principles and practices of externally assuring the quality assessment	F/601/5322	6	4	45
2	13.1/13.2	Externally assure the quality of assessment	J/601/5323	6	4	30

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

To achieve this qualification, candidates must achieve a total of 17 credits from 3 mandatory units.

OCR Unit No.	SSC Unit No.	Unit Title	Unit Accreditation No. (UAN)	Credit	Level	GLH
1	13.1	Understanding the principles and practices of assessment	F/601/5322	6	4	45
2	13.1/13.2	Externally assure the quality of assessment	J/601/5323	6	4	30
3	01.4/14.1 15.2/15.3 15.4	Plan, allocate and monitor work in own area of responsibility	H/600/9674	5	4	25

Progression opportunities

OCR offers a range of qualifications related to teaching and learning, many of which would provide useful opportunities to progress following achievement of these qualifications, such as the new Learning and Development or Learning Professionals (PTLLS/CTLLS/DTLLS) qualifications which incorporate some of these units.

Candidates taking the smaller Awards may change roles to become a lead internal/external verifier, they may then take the additional unit 3 to achieve the Certificate in Leading the Internal (or External) Quality Assurance of Assessment Processes and Practice.

Forms of assessment

These qualifications are competence-based. This means that they are linked to a person's ability to competently perform a range of tasks connected with their work.

These qualifications are internally assessed and internally verified by centre staff and externally verified by OCR Assessors.

Certification

There will be opportunities for candidates to claim both full award and unit certification.

The full award certificate will show the qualification title and accreditation information.

The unit certificate will also show the credit value of the unit achieved.

Qualification support

OCR's website, www.ocr.org.uk, contains an area dedicated to these qualifications. The Centre Handbook components, including guidance on the assessment and the units can be downloaded from this web page.

If you need clarification on any aspect of the assessment or administration of these qualifications, please contact OCR's Customer Contact Centre on **024 76 851509**.

OCR runs a regular programme of training workshops for tutors and assessors. For more details, please contact OCR's Training and Customer Support Team on **024 76 496398**.

What to do next

To seek approval to offer this qualification, please apply on-line following the step-by-step guide to applying for approval for vocational qualifications indicated on our 'Centre Approval' webpage.

You might be interested to know that OCR staff are available to help with any aspect of setting up a vocational assessment centre. Through an advisory telephone call or a centre visit, we can assist, not only with the completion of the form, but also provide advice on the following areas:

- identifying potential candidates and marketing opportunities
- meeting OCR requirements
- identifying resourcing levels, both in terms of staff and equipment
- the documents you might need for the benefit of the candidates and a smooth running centre operation

For further information, please get in touch with our Customer Contact Centre by phone: **(024 7685 1509)**; email: vocational.qualifications@ocr.org.uk; or in writing: OCR Customer Contact Centre, OCR, Westwood Way, Coventry, CV4 8JQ.

A summary of how the approval process works is provided in our *Admin Guide for Vocational Qualifications* (publication ref. code: A850). Our *Fees List* contains the charges for centre evaluation, candidate entries and certification. Both documents are available to download from our website www.ocr.org.uk.

www.ocr.org.uk

OCR customer contact centre

Vocational qualifications

Telephone 024 76 851509

Facsimile 024 76 851633

Email vocational.qualifications@ocr.org.uk

For staff training purposes and as part of our quality assurance programme your call may be recorded or monitored.

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