

Mapping of D34 practice and evidence to L&D 11

Unit L&D11 Internally Monitor and Maintain the Quality of Workplace Assessment (FD43 04)	Unit V1 Match	Further evidence requirements for L&D 11
Performance What the verifier-candidate must do		
1 Prepare to carry out internal Quality Assurance a) Prepare to monitor the quality of assessment	Performance Evidence for this Outcome is met by PCs 1 – 6 Unit D34.1.	No further evidence required for this Outcome. IV plan containing information required for L&D 11.2 will support here also.
2 Plan internal Quality Assurance a) Plan monitoring activities to ensure the quality of assessment is maintained	D34.3, PC 2 offers the closest match to planning IV activities “assessment practice and quality assurance arrangements are monitored in an appropriate proportion of instances to check that they meet awarding body requirements”	IV plan for monitoring at least two assessors which covers the following; <ul style="list-style-type: none"> • Monitoring activities appropriate to assessors’ experience • Three assessment decisions in total • Candidate cohorts • Assessment methods • Assessment principles • VARCS • Assessment strategy • External quality assurance
3 Carry out planned monitoring of the quality of assessment a) Determine whether assessment processes and systems meet and operate according to quality requirements b) Check that assessors meet the requirements for their role c) Check that assessments are planned, prepared for and carried out according to agreed procedures d) Check that assessment methods are safe, fair, valid and reliable e) Check that assessment decisions are	D34.3 PC 4 D34.3 PC 1 D34.3 PC 2 D34.3 Range 1 D34.3 PC 2	IV records for one assessor including observation of the assessor providing feedback to their candidate. IV record should also include feedback to assessor which covers the following; <ul style="list-style-type: none"> • Advice and support to assessor • Agreements about any remedial action, or changes to assessment processes to ensure consistency and to inform plans for CPD activity

<p>made using specified criteria</p> <p>f) Compare assessor decisions to ensure that they are consistent</p> <p>g) Provide assessors with feedback, advice and support to help them maintain and improve their assessment practice</p>	<p>No match</p> <p>D34.1 PC 2</p>	
<p>4 Meet appropriate External Quality Assurance requirements</p> <p>a) Work with others to ensure the standardisation of assessment practice and outcomes</p> <p>b) Follow agreed procedures when there are significant concerns about the quality of assessment</p> <p>c) Follow agreed procedures for the recording, storing, reporting and confidentiality of information.</p>	<p>No match</p> <p>D34.3 pc 6</p> <p>D34.2 pcs 1 and 4</p>	<p>Evidence of contribution to standardisation activities is required.</p> <p>Endorsing statement from a quality assurance practitioner in relation to the acceptability of the IV's work.</p>

<p>1 Prepare to carry out internal Quality Assurance</p> <ol style="list-style-type: none"> 1. The standards being assessed and the assessment/evidence requirements 2. The relevant Assessment Strategy and external and internal Quality Assurance requirements 3. The principles of assessment and Quality Assurance 4. Procedures to follow when preparing for monitoring activity 5. Agreed procedures for planning, preparing for and carrying out assessment 6. Criteria for judging the quality of the assessment process 7. Roles, responsibilities of, and requirements for, assessors/Lead IV/IVs/EVs 8. Special assessment arrangements 9. The uses, benefits and drawbacks of different assessment methods 10. Legal issues, policies and procedures including those for health, safety and welfare 	<p>Further evidence required to meet Unit L&D 11</p> <p>Knowledge and Understanding for Unit L&D 11 must be addressed as a separate component of the Unit, i.e., cannot be met by performance.</p> <p>Knowledge highlighted in bold is not included in Unit D34 knowledge requirements and needs to be addressed.</p>
<p>2 Plan internal Quality Assurance</p> <ol style="list-style-type: none"> 1. Procedures to follow when planning monitoring activity 2. Principles of assessment (Validity, Accuracy, Reliability, Currency, Sufficiency (VARCS)) 3. Assessment cycle — when you would use interim and final verification 4. Principles and techniques of sampling, and their application including the appropriate use of technology 5. Quality Assurance risk management 6. Internal Quality Assurance policies/procedures/strategy 7. Policies, procedures and requirements re information management, data protection and confidentiality in relation to assessment and Quality Assurance 	<p>Knowledge and Understanding for Unit L&D 11 must be addressed as a separate component of the Unit, i.e., cannot be met by performance.</p> <p>Knowledge highlighted in bold is not included in Unit D34 Knowledge Requirements and needs to be addressed.</p>

<p>3 Carry out planned monitoring of the quality of assessment</p> <ol style="list-style-type: none"> 1. Assessment and Quality Assurance principles, requirements, policy and practice (Validity, Accuracy, Reliability, Accuracy, Sufficiency (VARCS)) 2. Agreed procedures for planning, preparing and carrying out assessment 3. Assessor/IV roles and requirements 4. Assessment specifications and risk identification and management 5. Criteria for judging quality of assessment 6. Methods of monitoring assessor practice and recording sampling to showing a clear audit trail 7. Standardisation processes and how to co-ordinate and contribute to these 8. Types of feedback, advice and support that assessors need and how to meet those needs 9. Procedures to use when there are disputes and concerns about quality of assessment and Quality Assurance 10. Equality and Diversity issues in relation to assessment and Quality Assurance and how these should be addressed 11. Requirements for information management, data protection and confidentiality and communication in relation to assessment and Quality Assurance 12. Continuous Professional Development (CPD) planning and implementation including working towards national standards in assessment and verification 	<p>Knowledge and Understanding for Unit L&D 11 must be addressed as a separate component of the Unit, i.e., cannot be met by performance.</p> <p>Knowledge highlighted in bold is not included in Unit D34 knowledge requirements and needs to be addressed.</p>
<p>4 Meet appropriate External Quality Assurance requirements</p> <ol style="list-style-type: none"> 1. External Quality Assurance requirements prior to, during and post monitoring activities 2. Procedures to use when there are disputes and concerns about quality of assessment 3. Standardisation processes and how to co-ordinate and contribute to these 4. Methods of reporting on internal Quality Assurance and reviews of practice 5. Organisation's Quality Assurance responsibilities and requirements re information management, data protection, confidentiality and communication 	<p>Knowledge and Understanding for Unit L&D 11 must be addressed as a separate component of the Unit, i.e., cannot be met by performance.</p> <p>Knowledge highlighted in bold is not included in Unit D34 Knowledge Requirements and needs to be addressed.</p>