



**Level 5 Award in the Independent Auditing of
External Quality Assurance**

Qualification Specification

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Introduction

This qualification provides a nationally recognised qualification for individuals who are employed by an Awarding Organisation to undertake independent monitoring and verifying of external quality assurance processes and practices within its assessment centres.

Candidates must be engaged in an independent auditing capacity on behalf of an Awarding Organisation in order to meet the assessment criteria.

Achievement of the qualification demonstrates that the candidate:

- understands their organisation's approach to risk management relating to external quality assurance activities
- can plan independent external quality assurance auditing for their organisation
- can independently audit and evaluate external quality assurance activities for their organisation

The awarding organisation for this qualification is ProQual. This qualification is regulated by the Office of Qualifications and Examinations Regulation (Ofqual).

Level 5 Award in the Independent Auditing of External Quality Assurance

Qualification title	ProQual Level 5 Award in the Independent Auditing of External Quality Assurance
Ofqual qualification number	603/3995/0
Level	Level 5
Guided learning hours	20
Total qualification time	100 hrs
Assessment	Pass or fail Internally assessed by centre staff External quality assurance by ProQual
Qualification start date	21/1/2019
Qualification end date	

To achieve the qualification candidates must meet all of the assessment requirements.

Entry Requirements

Candidates must demonstrate achievement of a Level 4 Award in the External Quality Assurance of Assessment Processes and Practice, or Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice and must be engaged in an Independent External Quality Assurance auditing capacity on behalf of an Awarding Organisation.

Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

Support for Candidates

Materials produced by centres to support candidates should:

- enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- provide information on where ProQual's policies and procedures can be viewed;
- provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence

Assessment

This qualification is competence-based, candidates must demonstrate the level of skills and competence described in the assessment criteria. The qualification must be assessed by an appropriately experienced and qualified assessor, and must be internally quality assured by an appropriately experienced and qualified internal quality assurance verifier.

Each candidate is required to produce a portfolio of evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria.

Evidence must come from the work environment, simulation is not permitted. There must be evidence that the candidate has carried out at least two independent audit visits to active centres on behalf of their employing Awarding Organisation.

Learning outcomes and assessment criteria are included in this document from page 6 onwards.

Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

Adjustments to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements.

Centres should contact ProQual for further information or queries about the contents of the policy.

Results Enquiries and Appeals

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

Certification

Candidates who achieve the requirements for this qualification will be awarded a certificate giving the full qualification title -

ProQual Level 5 Award in the Independent Auditing of External Quality Assurance

Claiming certificates

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the requirements for a qualification. All certificates will be issued to the centre for successful candidates.

Replacement certificates

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

Learning Outcomes and Assessment Criteria

Learning Outcomes – the learner will	Assessment Criteria – the learner can
1 Understand their organisation's approach to risk management relating to external quality assurance activities	<ul style="list-style-type: none">1.1 Evaluate their organisation's approach to the quality management of external quality assurance1.2 Identify risks from external quality assurance to organisational compliance with regulatory requirements1.3 Explain the principles of a continuous quality improvement strategy1.4 Explain the role of independent external quality assurance auditing in their organisation
2 Be able to plan independent external quality assurance auditing for their organisation	<ul style="list-style-type: none">2.1 Plan the independent auditing of external quality assurance2.2 Communicate procedures for independent auditing of external quality assurance to relevant parties
3 Be able to independently audit external quality assurance activities	<ul style="list-style-type: none">3.1 Conduct independent auditing of external quality assurance in line with organisational quality requirements3.2 Evaluate external quality assurance activities, including the performance of external quality assurance verifiers3.3 Determine whether external quality assurance meet organisational quality requirements3.4 Identify risks to their organisation from external quality assurance activities3.5 Identify external quality assurance standardisation issues3.6 Communication the evaluation of external quality assurance monitoring to relevant parties

Assessment

There must be valid, authentic and sufficient evidence for all the assessment criteria. Holistic assessment is encouraged and one piece of evidence may be used to meet the requirements of more than one assessment criterion.

Evidence must come from performance in the work environment. There must be evidence of carrying out **at least two independent external centre visits**, including the preparation for and actions after the actual visits itself.



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