

MPQC Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice							
Ofqual Reference Number	600/0468/X				Accreditation Start Date:	Accreditation End Date:	Certification End Date:
Qualification Level: 4	EQF Level: 5	Credits: 17	GLH: 100	TQT: 170	01/02/2011	31/07/2027	31/07/2030
Qualification Purpose:	<p>Primary Purpose - Confirm competence in an occupational role to the standards required</p> <p>Additional Purpose – To aid selection into a specific job role</p>						
Applicable National Occupational Standard(s):	<p>Learning and Development</p> <p>Please see the NOS database for details https://www.ukstandards.org.uk/</p>						
Qualification Summary:	<p>This qualification is aimed at those who lead a team of External Quality Assurance (EQA) staff. It is highly recommended by MP Awards that the evidence generated for the achievement of the performance criteria within this qualification is based on the verification of Vocational Qualifications delivered in the workplace.</p>						
Qualification Structure:	<p>This qualification consists of three mandatory units. Candidates must complete all assessment criteria in the mandatory units to achieve the qualification.</p>						
Pre-Entry Requirements:	None						
Exemptions and RPL:	<p>Exemptions will be considered on an individual basis where an individual has achieved the equivalent Learning and Development Unit/s within the last 3 years.</p>						
Language of Assessment:	English						
Progression Route:	Level 5 Diploma in Learning and Development						

Mandatory Units – Candidate <u>MUST</u> achieve all units							
Unit Title	Mandatory Unit (M)	Level	Credits	Ofqual Reference	MP Awards Reference	Guided Learning Hours	RPL
Understanding the Principles and Practices of Externally Assuring the Quality of Assessment	M	4	6	F/601/5322	LLUK06	45	
Externally Assure the Quality of Assessment	M	4	6	J/601/5323	LLUK07	30	
Plan, Allocate and Monitor Work in Own Area of Responsibility	M	4	5	H/600/9674	D6	25	

Centre Staff Requirements:**Assessors** and **Internal Verifiers** must:

1. Be **registered** and recognised **by an Approved Centre, registered and approved by MP Awards**.
2. Hold, or are working towards the appropriate qualification as listed in the table below:

Assessor	Internal Verifier
<ul style="list-style-type: none"> • Level 3 Award in Assessing Competence in the Work Environment, or • Level 3 Certificate in Assessing Vocational Achievement, or • SQA Accredited L&D 9DI Assess Workplace Competence Using Direct and Indirect Methods (SCQF Level 8), or • A1 Assess Learners Using a Range of Methods*, or • D32 and D33 Assess Learner Performance Using Differing Sources of Evidence*. 	<ul style="list-style-type: none"> • Level 4 Award in the Internal Quality Assurance of the Assessment Process and Practice, or • Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Process and Practice, or • SQA Accredited L&D 11 Internally Monitor and Maintain the Quality of Workplace Assessment (SCQF Level 8), or • V1 Conduct Internal Verification of the Assessment Process*, or • D34 Internally Verify the Assessment Process*.

*Holders of A1, D32 or D33 must:

- Assess to the revised National Occupational Standards (NOS) for Assessment;
- Show evidence of CPD to the revised NOS;
- Show evidence of having assessed within the last 18 months;

*Holders of V1 or D34 must:

- Verify to the revised National Occupational Standards (NOS) for Internal Verification;
- Show evidence of CPD to the revised NOS;
- Show evidence of having internally verified within the last 18 months.

<p>Assessment Methods: Must be assessed and quality assured in accordance with the LLUK Strategy for Assessing and Assuring Quality of Assessment and MP Awards evidence requirements. For this qualification all learning outcomes must be assessed using methods appropriate to the assessment of competence-based qualifications. There must be valid, authentic and sufficient evidence for all the assessment criteria. There is no requirement for each unit to be assessed separately. Indeed, Assessors are encouraged to adopt a holistic approach but it is essential that evidence for the assessment criteria in each unit is also identified individually. The primary source of performance evidence will be from examining products of work produced by the Candidate supported by observation in the workplace, Candidate testimony and questioning/discussions, supported by other forms of evidence such as witness testimonies. Simulation is not permitted for this qualification.</p>
<p>Minimum Performance Evidence Requirements: Evidence must come from performance in the work environment. There must be evidence of leading a team of at least two external verifiers and carrying out at least two external centre visits, including the preparation for and actions after the actual visit itself.</p>
<p>Assessing Knowledge and Understanding: The knowledge and understanding of the Candidate must be demonstrated by a combination of methods. There must be valid, authentic and sufficient evidence for all of the assessment criteria. The examples in the list are not exhaustive. Holistic approach is encouraged. Verbal/written questioning (recorded); Professional interview (recorded); Candidate statements; Proof of current recognised industry education and training programme.</p>
<p>Assessment System: Whilst Approved Centres are free to develop their own assessment record system; MP Awards has developed a ready-made system for Centres to use which is available at no cost. However, Centres are advised to check with MP Awards when devising their own assessment system to ensure it meets the standards in full.</p>
<p>Endorsements: None</p>
<p>Fee Structure Full Qualification and Unit registration fees which are inclusive of certification fees can be found on the approved price list, details are available on the website or by contacting MP Awards on 0115 972 6121</p>
<p>Review of Charges: Fees are reviewed annually and any changes notified to Approved Centres in October for implementation in January</p>