

Assessors with a

Certificate in Leading the Internal Quality Assurance Process and Practice

This guidance sheet applies to those applicants with a Certificate in Leading the Internal Quality Assurance Process and Practice and an Award in the Internal Quality Assurance Process and Practice.

Using this Certificate in your application

The Assessors Guild has worked with specialists to map a range of existing internal quality assurance credentials against the Guild standards for Managing Practitioner. The table below shows the results of the mapping and illustrates the Assessor Guild standards that the Certificate and related Award can be used as evidence against. The Assessors Guild standards that are faded out in the table below are already evidenced through your IQA qualification. You should focus on providing evidence for the remaining standards in your Personal statement and highlight these areas in your other evidence. To claim these exemptions, you need to have been actively leading assessment processes within the past two years and you will need to submit a copy of your certification as part of your overall evidence submission.

Note that we expect to see active engagement with continued professional development demonstrated in your CPD log regardless of any mapping.

Table 1. Assessors Guild Professional Standards and their relationship with the Certificate in Leading IQA Process and Practice

Professional Knowledge	Professional Practice	Professional Conduct	Professional Leadership
<ol style="list-style-type: none"> 1. Maintain and update your knowledge and understanding of relevant assessment techniques to develop evidence-based practice, drawing on research and other evidence 2. Maintain and update knowledge and understanding of your vocational/occupational area and/or subject 	<ol style="list-style-type: none"> 3. Apply assessment approaches in a fair way without prejudice or bias, and access and inclusion to assessment measures, while applying moral, ethical and legal considerations and requirements (e.g. equality and diversity, Safeguarding and Prevent requirements) 4. Ensure assessment performance is valid and reliable, focused on the candidate's capability against intended performance requirements, mitigating or controlling risk to assessments 5. Openly collaborate and evaluate how your practice and that of others contributes to the overall quality of the assessment process to provide best practice 6. Communicate effectively by adapting the language use for the audience to 	<ol style="list-style-type: none"> 7. Be bound by an appropriate code of conduct related to assessment performance and behaviour 8. Behave in a manner that upholds the integrity, validity and security of the assessment being implemented or administered 9. Carry out and record any CPD necessary to maintain and enhance personal competence 	<ol style="list-style-type: none"> 10. Manage other people to ensure they are competent in assessment 11. Support and feed back to assessors about their assessment performance in constructive, insightful and sensitive ways 12. Monitor and scrutinise consistency and comparability of assessment decisions across an assessment team or organisation 13. Bring about continuous improvement through quality management (quality control and assurance) processes to ensure the effectiveness of assessments

Other awards related to Leading IQA Process and Practice

There are two possible other combinations of the units used to form different IQA awards. The guidance below shows the results of the mapping exercise done to see how each relates to the Assessors Guild standards. Again, the shaded areas should be considered to be already addressed by the awards and you should focus your evidence on the remaining areas that are not covered by the standard.

Award in Understanding the Internal Quality Assurance Process and Practice

The above award serves as a useful precursor for practice but is not detailed enough or sufficient to carry any exemptions against Assessors Guild professional standards.

Award in the Internal Quality Assurance Process and Practice

The table below shows the exemptions for those people applying with an ACWE award.

Table 2. Assessors Guild professional standards and their relationship with the IQA Award

Professional Knowledge	Professional Practice	Professional Conduct	Professional Leadership
<ol style="list-style-type: none"> 1. Maintain and update your knowledge and understanding of relevant assessment techniques to develop evidence-based practice, drawing on research and other evidence 2. Maintain and update knowledge and understanding of your vocational/occupational area and/or subject 	<ol style="list-style-type: none"> 3. Apply assessment approaches in a fair way without prejudice or bias, and access and inclusion to assessment measures, while applying moral, ethical and legal considerations and requirements (e.g. equality and diversity, Safeguarding and Prevent requirements) 4. Ensure assessment performance is valid and reliable, focused on the candidate's capability against intended performance requirements, mitigating or controlling risk to assessments 5. Openly collaborate and evaluate how your practice and that of others contributes to the overall quality of the assessment process to provide best practice 6. Communicate effectively by adapting the language use for the audience to 	<ol style="list-style-type: none"> 7. Be bound by an appropriate code of conduct related to assessment performance and behaviour 8. Behave in a manner that upholds the integrity, validity and security of the assessment being implemented or administered 9. Carry out and record any CPD necessary to maintain and enhance personal competence 	<ol style="list-style-type: none"> 10. Manage other people to ensure they are competent in assessment 11. Support and feed back to assessors about their assessment performance in constructive, insightful and sensitive ways 12. Monitor and scrutinise consistency and comparability of assessment decisions across an assessment team or organisation 13. Bring about continuous improvement through quality management (quality control and assurance) processes to ensure the effectiveness of assessments

ensure clarity and
understanding