





This qualification specification covers the following qualifications:

| Qualification Number | Qualification Title   |
|----------------------|---|
| 601/2123/3           | Gateway Qualifications Level 4 Award in Understanding the External Quality Assurance of Assessment Processes and Practice |
| 601/2045/9           | Gateway Qualifications Level 4 Award in the External Quality Assurance of Assessment Processes and Practice               |

| Version and date | Change detail   | Section/Page Reference |
|------------------|---|------------------------|
| 1.0 (April 2021) | Qualification approval from Qualifications Wales removed. | Pg5                    |
| 2.0 (Nov 2022)   | Removed address and changed back cover.                   | Page 15                |
|                  | Funding section updated                                   | Page 6                 |

## About this qualification specification

This qualification specification is intended for tutors, assessors, internal quality assurers, centre quality managers and other staff within Gateway Qualifications recognised centres and/or prospective centres.

It sets out what is required of the learner in order to achieve the qualification. It also contains information specific to managing and delivering the qualification(s) including specific quality assurance requirements.

The specification should be read in conjunction with the Gateway Qualifications Centre Handbook and other publications available on the website which contain more detailed guidance on assessment and verification practice.

In order to offer this qualification you must be a Gateway Qualifications recognised centre.

If your centre is not yet recognised, please contact our Development Team to discuss becoming a Gateway Qualifications Recognised Centre:

Telephone: 01206 911211

Email: [enquiries@gatewayqualifications.org.uk](mailto:enquiries@gatewayqualifications.org.uk)

Website: [www.gatewayqualifications.org.uk/advice-guidance/delivering-our-qualifications/become-recognised-centre/](http://www.gatewayqualifications.org.uk/advice-guidance/delivering-our-qualifications/become-recognised-centre/)

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## 1. Qualification Information

### 1.1 About the qualification/s

The qualifications have been approved by the Office of Qualifications and Examinations Regulation (Ofqual) that regulates qualifications, examinations and assessments in England.

The aim and purpose of the qualifications is for those in an External Quality Assurance role to gain the necessary skills understanding to undertake and fulfil duties and responsibilities to quality assure the assessment of learning to the required industry standards.

Providers should refer to the [Education and Training Foundation Qualification Guidance: Assessment and Quality Assurance Qualifications](#).

The Level 4 Award in Understanding the External Quality Assurance of Assessment Processes and Practice is intended for those who wish to gain an understanding of the principles and practices of external quality assurance without any requirement to practice. The purpose of this qualification is to develop knowledge and/or skills in a subject area.

### 1.2 Objective

The qualifications are therefore categorised as having the following objective:

Qualifications that indicate an individual can undertake a specific role in the workplace and that may be relied upon by employers.

### 1.3 Key facts

| Qualification Title   | Total Qualification Time | Guided Learning | Credit Value |
|---|--------------------------|-----------------|--------------|
| Gateway Qualifications Level 4 Award in Understanding the External Quality Assurance of Assessment Processes and Practice | 60                       | 45              | 6            |
| Gateway Qualifications Level 4 Award in the External Quality Assurance of Assessment Processes and Practice               | 120                      | 75              | 12           |

**Total Qualification Time** is the number of notional hours which represents an estimate of the total amount of time that could be reasonably expected to be required for a Learner to

achieve and demonstrate the achievement of the level of attainment necessary for the award of the qualification.

Total Qualification Time is comprised of the following two elements:

- the number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and
- an estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place by – but, unlike Guided Learning, not under the Immediate Guidance or Supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

## 1.4 Funding

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For information on potential sources of funding in England please visit the Education and Skills Funding Agency:

<https://www.gov.uk/government/organisations/education-and-skills-funding-agency>

<https://www.gov.uk/government/collections/qualifications-approved-for-public-funding>

<https://hub.fasst.org.uk/Pages/default.aspx>

## 1.5 Achievement methodology

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The qualification will be awarded to learners who successfully achieve an approved combination of units through a Portfolio of Evidence that has been successfully verified and monitored through Gateway Qualifications' Quality Assurance process. Achievement is therefore determined by successful completion of unit assessment with no further requirement for additional/summative assessment.

## 1.6 Geographical coverage

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This qualification has been approved by Ofqual to be offered in England.

## 1.7 Progression opportunities

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There are internal progression opportunities within the suite.

## 1.8 Relationships with other frameworks

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These qualifications were developed following a review of the National Occupational Standards (NOS), for Learning and Development in 2010, which involved consultation with several hundred individual practitioners, managers and organisations, as well as relevant awarding organisations, sector skills councils, Regulators and other key stakeholders across the UK.

Centres should refer to the guidance published by the Education Training Foundation.

[Education and Training Foundation Qualification Guidance: Assessment and Quality Assurance Qualifications](#)



## 2. Learner Entry Requirements

### 2.1 Age

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The approved age range for these qualifications is: 19+

### 2.2 Prior qualifications

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There is no requirement for learners to have achieved prior qualifications.

### 2.3 Prior skills/knowledge/understanding

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There is no requirement for learners to have prior skills, knowledge or understanding.

### 2.4 Restrictions

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There are no restrictions to entry.

### 2.5 Access to qualifications for learners with disabilities or specific needs

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Gateway Qualifications and recognised centres have a responsibility to ensure that the process of assessment is robust and fair and allows the learner to show what they know and can do without compromising the assessment criteria.

Gateway Qualification has a duty to permit a reasonable adjustment where an assessment arrangement would put a disabled person at a substantial disadvantage in comparison to someone who is not disabled.

The following adaptations are examples of what may be considered for the purposes of facilitating access, as long as they do not impact on any competence standards being tested:

- adapting assessment materials;
- adaptation of the physical environment for access purposes;
- adaptation to equipment;
- assessment material in an enlarged format or Braille;
- assessment material on coloured paper or in audio format;
- British Sign Language (BSL);
- changing or adapting the assessment method;
- changing usual assessment arrangements;
- extra time, e.g. assignment extensions;
- language modified assessment material;
- practical assistant;
- prompter;
- providing assistance during assessment;

- reader;
- scribe;
- transcript;
- use of assistive software;
- using assistive technology;
- use of CCTV, coloured overlays, low vision aids;
- use of a different assessment location;
- use of ICT/responses using electronic devices.

It is important to note that not all of the adjustments (as above) will be reasonable, permissible or practical in particular situations. The learner may not need, nor be allowed the same adjustment for all assessments.

Learners should be fully involved in any decisions about adjustments/adaptations. This will ensure that individual needs can be met, whilst still bearing in mind the specified assessment criteria for a particular qualification.

A reasonable adjustment for a particular learner may be unique to that individual and may not be included in the list of available access arrangements specified above.

### **Special Considerations**

Requests for special consideration should be submitted as soon as possible. Please refer to the [Reasonable Adjustments and Special Consideration Policy](#).

## **2.6 Additional requirements/guidance**

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Learners undertaking the unit titled Understanding the principles and practices of externally assuring the quality of assessment do not have to be externally quality assuring learner work.

Learners undertaking the assessment units titled Externally assure the quality of assessment must be engaged in the external quality assurance of learner work and must draw evidence from a minimum of two external centre visits.

## 2.7 Recruiting learners with integrity

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It is vital that centres recruit with integrity with regard to qualifications. Centres must ensure that learners have the correct information and advice on their selected qualification(s) and that the qualification(s) will meet their needs.

The recruitment process must include the centre assessing each potential learner and making justifiable and professional judgements about the learner's potential to successfully complete the assessment and achieve the qualification. Such an assessment must identify, where appropriate, the support that will be made available to the learner to facilitate access to the qualification(s).

## 3. Achieving the Qualification

### 3.1 Qualification structure

The knowledge, skills and understanding that will be assessed as part of the qualification are set out within the unit specifications. These include the learning outcomes and associated assessment criteria.

For information on Recognition of Prior Learning/Exempt and Equivalent units please see section **3.2 Recognition of Prior Learning (RPL)/Exemptions/Equivalencies**

#### Gateway Qualifications Level 4 Award in Understanding the External Quality Assurance of Assessment Processes and Practice

To achieve the Gateway Qualifications Level 4 Award In the External Quality Assurance of Assessment Processes and Practice, the learner must complete the single mandatory unit totalling 6 credits.

| Unit Number | Title   | Level | Credit Value | GLH |
|-------------|---|-------|--------------|-----|
| F/601/5322  | Understanding the principles and practices of externally assuring the quality of assessment | 4     | 6            | 45  |

#### Gateway Qualifications Level 4 Award in the External Quality Assurance of Assessment Processes and Practice

To achieve the Gateway Qualifications Level 4 Award In the External Quality Assurance of Assessment Processes and Practice, the learner must complete the two mandatory units totalling 12 credits.

| Unit Number | Title   | Level | Credit Value | GLH |
|-------------|---|-------|--------------|-----|
| F/601/5322  | Understanding the principles and practices of externally assuring the quality of assessment | 4     | 6            | 45  |
| J/601/5323  | Externally assure the quality of assessment   | 4     | 6            | 30  |

## 3.2 Recognition of prior learning

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Recognition of Prior Learning (RPL) provides learners and Centres with an alternative assessment method by which a learner's previous achievements can meet the assessment requirements for a unit/qualification through the knowledge, understanding or skills that they already possess and so, do not need to develop these through a course of learning.

It enables the recognition of achievement from a range of activities using any valid assessment methodology. Provided that the assessment requirements of a given unit or qualification have been met, the use of RPL is acceptable to contribute to a unit, units or a whole qualification according to the RPL criteria for a given qualification.

The process of Recognition for Prior Learning is not applicable to this qualification.

## 3.3 Links to other qualifications

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Learners can progress from the external quality assurance role to lead quality assurer and into quality systems management. Learners may also wish to add these qualifications to their teaching qualifications and/or Learning and Development qualifications.

## 4. Assessment and Quality Assurance

The following are in addition to the standard assessment and quality assurance requirements set out in the Gateway Qualifications Centre Handbook.

### 4.1 Method of assessment

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The method of assessment for the qualifications is through a portfolio of evidence. There are specific assessment requirements for the unit Externally Assure the Quality of Assessment; these are set out in the unit specification.

### 4.2 Assessment materials

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There are no specific assessment materials provided for these qualifications.

### 4.3 Qualification - Specific Requirements

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Centres should refer to the qualification guidance published by the Education and Training Foundation:

[Education and Training Foundation Qualification Guidance: Assessment and Quality Assurance Qualifications](#)

#### **Level 4 Award in Understanding the External Quality Assurance of Assessment Processes and Practice**

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

#### **Level 4 Award in Externally Assuring the Quality of Assessment Processes and Practice**

There is no requirement for each unit to be assessed separately. Assessors are advised to adopt a holistic approach and, where possible, to use one activity as evidence for learning outcomes and assessment criteria for both units. For example, a professional discussion for the unit Externally assure the quality of assessment might also provide some evidence for the unit Understanding the principles and practices of externally assuring the quality of assessment. However, it is essential that evidence for the assessment criteria in each unit is identified individually.

To generate evidence, trainees must be carrying out external quality assurance of organisations or assessment centres.

Remote observation is not acceptable for assessment of EQAs; in other words the assessor and the trainee EQA must be in the same location at the same time when observations are being carried out.

## 4.4 Qualification-specific tutor/assessor requirements

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There are no additional tutor/assessor requirements for these qualifications. It is expected that tutors/assessors are skilled, knowledgeable and experienced in learning delivery, assessment, internal and external quality assurance.

## 4.5 Qualification-specific quality assurance requirements

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Centres should refer Section 5 in the qualification guidance published by the Education and Training Foundation:

[Education and Training Foundation Qualification Guidance: Assessment and Quality Assurance Qualifications](#)

A centre offering these must provide internal quality assurance to ensure that assessment meets all Gateway Qualifications requirements and is standardised across individual assessors, assessment locations and learners. In addition, Gateway Qualifications will ensure there is a robust system of external quality assurance to ensure quality and standardisation across centres.

All those who are involved with the internal quality assurance of these qualifications internally must:

- have up-to-date working knowledge and experience of best practice in assessment and quality assurance;
- hold one of the following assessor qualifications or their recognised equivalent:
  - Level 3 Award in Assessing Competence in the Work Environment; or
  - Level 3 Certificate in Assessing Vocational Achievement; or
  - A1 Assess candidate performance using a range of methods; or
  - D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence;
- hold one of the following internal quality assurance qualifications or their recognised equivalent:
  - Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice; or
  - Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice; or
  - V1 Conduct internal quality assurance of the assessment process; or
  - D34 Internally verify the assessment process; and
- show current evidence of continuing professional development in assessment and quality assurance.

All those who externally quality assure these qualifications must:

- have up-to-date working knowledge and experience of best practice in assessment and quality assurance;
- hold one of the following assessor qualifications or their recognised equivalent:
  - the Level 3 Award in Assessing Competence in the Work Environment; or
  - the Level 3 Certificate in Assessing Vocational Achievement, or
  - A1 Assess trainee performance using a range of methods; or

- D32 Assess trainee performance and D33 Assess trainee using differing sources of evidence; and
- hold one of the following external quality assurance qualifications or their recognised equivalent:
  - the Level 4 Award in Externally Assuring the Quality of Assessment Processes and Practice; or
  - Assessment and Quality Assurance Qualifications
  - The Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice; or
  - V2 Conduct external quality assurance of the assessment process; or
  - D35 Externally verify the assessment process; and
- show current evidence of continuing professional development in assessment and quality assurance.

Best practice would suggest that external quality assurance staff should also hold an appropriate internal quality assurance qualification, either:

- the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice; or
- the Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice; or
- V1 Conduct internal quality assurance of the assessment process; or
- D34 Internally verify the assessment process.



## 5. What to do next

For existing centres please contact your named Development Manager or Development Officer.

Tel: 01206 911211

Email: [enquiries@gatewayqualifications.org.uk](mailto:enquiries@gatewayqualifications.org.uk)

## 6. Gateway Qualifications

Gateway Qualifications, a not for profit registered charity, is an Awarding Organisation based in Colchester.

We work with learning providers and industry experts to design and develop qualifications that benefit the learner and the employer.

We support flexible, responsive and quality assured learning opportunities whether it's in the classroom, at work, in the community or through distance learning.

We are recognised by Ofqual, to design, develop and submit qualifications to the Regulated Qualifications Framework (RQF).



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Registered in England Company No. 5502449

[enquiries@gatewayqualifications.org.uk](mailto:enquiries@gatewayqualifications.org.uk)  
[www.gatewayqualifications.org.uk](http://www.gatewayqualifications.org.uk)  
Tel: 01206 911 211