



# Unit Assessment Record (UAR)

## Fundamentals of Quality Assurance (BA24 04)

Credit Value: 1

**NB: After entering your personal details please pass this document to your tutor for completion and eventual return to COLU. You may wish to retain a copy for your own use.**

TITLE: .....	SURNAME: .....	UNIT TUTOR: .....	
FORENAME(s): .....	CENTRE: .....		
HOME ADDRESS: .....	ADDRESS: .....		
.....	.....		
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POST CODE: .....	POST CODE: .....		
HOME TEL: .....	TEL NO: .....		
WORK TEL: .....	FAX NO: .....		
FAX NO: .....	E-MAIL: .....		
E-MAIL: .....	CENTRE CONTACT: .....		
SQA REG. NO: .....		UNIT START DATE: .....	
<b><u>AUTHENTICATION OF EVIDENCE – INTERVIEW</u></b>		<b>DATE:</b> .....	
PORTFOLIO OF EVIDENCE AVAILABLE	<input type="checkbox"/>		
EVIDENCE AUTHENTICATED	<input type="checkbox"/>		
ALL OUTCOMES SATISFIED	<input type="checkbox"/>		
Please initial as appropriate			
NOTES: .....			
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<b><u>GRADE</u></b>			
	REFER	PASS	MERIT
FINAL GRADE:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please initial as appropriate			
ASSESSOR: .....		DATE: .....	

### FOR COLU USE ONLY

VERIFIER:..... DATE: .....

**Evidence Log** – For each of the performance criteria please clearly identify the evidence within the portfolio that satisfies the criterion.

**1) Explain the fundamental principles of quality assurance**

**TMA Evidence**

**Supplementary Evidence & Location**

- (a) The explanation of quality assurance principles used in a well managed company is clear and accurate.
- (b) The influence of quality assurance on the Total Quality Management culture is explained correctly in terms of the perception of customers.
- (c) The description of the relationship between standardising the organisation to international standards and company certification is clear and accurate.

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**2) Explain the methods of controlling the purchase of manufactured products and services**

- (a) The explanation of the role of quality assurance in purchasing goods or services is clear and comprehensive.
- (b) The identification of the methods for control of purchased goods is clear.
- (c) The methods adopted for the control of purchased goods are relevant for the organisation.

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**3) Explain the methods of identifying and recording manufactured products and services**

- (a) The requirement for identification and recording of a product or service is explained correctly.
- (b) The need for preservation of product quality is explained correctly.

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**Assessment Matrix** – The matrix indicates which instruments of assessment, within the primary assessment package, are required to satisfy individual performance criteria.

The column titled **Merit** identifies where particular opportunities exist for candidates to develop their work with a view to satisfying the requirements for the award of merit.

The row titled **Minimum Evidence Requirement** indicates the minimum number of examples required (or times a task must be performed) to satisfy a particular performance criterion.

**Fundamentals of Quality Assurance**

OUTCOMES/PERFORMANCE CRITERIA		Qu	1a	1b	1c		2a	2b	2c		3a	3b	Merit	
EVIDENCE	TMA - 1	1		X										
		2	X										X	
		3			X									
		4	X											
		5			X									
	TMA - 2	1					X							
		2						X						
		3							X				X	
		4							X				X	
		5							X					
		6									X			
		7										X		
	SUMMATIVE ASSIGNMENT			X	X	X		X	X	X		X	X	X
	MINIMUM EVIDENCE REQUIREMENT			2	1	2		1	1	3		1	1	3

**Merit Statement** – To gain a pass in this unit, a candidate must meet the standards set out in the outcomes, performance criteria, range statements and evidence requirements.

To achieve a merit in this unit, a candidate must demonstrate a superior or more sophisticated level of performance. In this unit this might be shown in the following ways:

- (a) evidence of further reading is reflected in more in-depth explanations being provided
- (b) ability to provide explanations which recognise the inter-connections between the concepts covered in the unit
- (c) a high degree of coherence in the explanations given.