



Excelon
Learning

Internal Quality Assurance

Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practices

FOCUS AWARDS 





Course Description

The **Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practices RQF** course is a beginner level quality assurance qualification aimed at providing learners with a comprehensive insight into how internal quality assurance (IQA) works.

This Internal Quality Assurer award is different, in contrast to applied courses of IQA as it lays stress on theory and principles of effective quality assurance systems and processes, such as standardisation, monitoring, assessment decision-making and maintaining compliance with awarding body and regulatory requirements.

Course Structure

The **Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practices RQF** consists of **one units**.

**UNIT
01**

Understanding the principles and practices of internally assuring the quality of assessment



How We Support You – Our Support and Delivery Model

Our courses are designed to be accessible, supportive, and suitable for learners at all levels. All learning materials are written in clear, straightforward language to help learners build understanding and confidence.

Courses are delivered entirely through **self-paced distance learning** via our online platform, enabling learners to study flexibly alongside work, education, or personal commitments.

Learners have continuous access to tutor support throughout their course. Tutors can be contacted via the VLE or email, with responses typically provided within 24 to 48 hours.

Additional **on-demand support sessions** may be arranged where required. Regular **live webinars** are also offered, subject to tutor availability, providing opportunities for engagement, questions, and reinforcement of learning.

Assessment Process

Assessment is completed through:

Written assignments

There are **no formal examinations**. Assessment focuses on demonstrating understanding, awareness, and the ability to apply knowledge appropriately.

Course Duration

The course offers self-paced modules. It can be completed within **a few week or over a duration of 2 months** based on the learner's own pace. However, the course access expires after a year and a re-enrolment charge is applicable.



Our Process

01.

Choose & Pay for Your Course Online

Select your desired course and payment method online. Opt for either full payment or convenient monthly instalments where available. Complete your payment after filling out the application form.

02.

Fill Out the Enrolment Form

After payment, you will be prompted to complete the enrolment form. This form gathers all necessary details required for your registration with the awarding organisation.

03.

Access the VLE – Moodle

Start your course on our user-friendly Virtual Learning Environment (VLE). Here, you will find all learning materials, resources, and guidance required to support your studies. Your dedicated tutor will guide you through the process and provide feedback throughout your learning journey.

04.

Submit Assignments & Receive Feedback

Engage in the learning process by submitting assignments through the VLE. Your assigned tutor will provide constructive feedback to help you refine your work and make progress in your studies.

05.

Successfully Complete Assignments

Work diligently to complete all required course components and assessment tasks. Your commitment and effort will contribute to successful course completion.

06.

Obtain Your Accredited Certificate

Upon successfully completing the course, your work will undergo internal quality assurance and external verification. Once approved, you will receive an Ofqual-regulated accredited certificate recognising your achievement.



Course Brochure Takeaways

A nationally recognised Level 4 qualification in internal quality assurance (IQA)

Ideal for those starting a career in quality assurance or internal verification

Flexible online, self-paced study

No formal exams – assessed through written assignments

Theory-based qualification – no placement or practical assessment required

Progression pathway to practical IQA qualifications and verifier roles

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Apply Now