



Internal Quality Assurance

# Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice





## Course Description

**Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice** is an Ofqual approved qualification structured to provide a clear understanding of how the quality of assessment is maintained within quality assurance settings. The course does not directly focus on assessment but rather the principles, systems, and responsibilities involved in sampling and internally quality assuring assessment decisions made by an assessor. The qualification would develop learners' understanding of standardisation procedures, assessor evaluation, risk management, policy and EQA expectations.

## Course Structure

The **Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice** consists of **two units**.

**UNIT  
01**

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

**UNIT  
02**

**Internally assure 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 assignment and evidence for practical demonstration of IQA skills**

**Trainee IQA would be required to quality assure the work of 2 assessors working with learners of their own each. The evidence for the trainee IQA's performance must be valid, authentic and sufficient for all the assessment criteria**

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 learning and can typically be completed within approximately **4-6 weeks** depending on the learner's own pace. Course access expires after one 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 progressing into Internal Quality Assurer (IQA) roles

Flexible online, self-paced study

No formal exams – assessed through assignments and practical IQA activity

Requires access to assessors and learners for quality assurance practice

Builds practical skills in sampling, standardisation, and monitoring assessment quality

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Apply Now