



Excelon
Learning

Internal Quality Assurance

Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice

FOCUS AWARDS 





Course Description

The **Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice** is an advanced qualification, designed for individuals responsible for managing and leading internal quality assurance systems in education and training organisations. This certificate builds practical skills in leadership needed to supervise assessors, manage the quality of assessment and ensure that an organisation fulfills awarding organisation/sector skills body or regulatory authorities compliance requirements in terms of quality and accuracy of internal systems and processes.

Moreover, our Level 4 Certificate IQA course covers subject areas like the planning and execution of strategies related to internal quality assurance, support, and monitoring of assessors, managing standardisation processes, and effective response to external quality assurance.

Course Structure

The **Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice** consists of **three units**.

**UNIT
01**

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

**UNIT
02**

Internally assure the quality of assessment

**UNIT
03**

Plan, allocate and monitor work in own area of responsibility



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 for unit 2.

Practical component for unit 3 would require trainee IQA monitor the work of 2 IQAs working with assessors of their own. The evidence for the trainee IQA's performance must be valid, authentic and sufficient for all components of the units.

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 leading internal quality assurance (IQA)

Ideal for experienced IQAs progressing into lead or managerial roles

Flexible online, self-paced study

No formal exams – assessed through assignments and practical IQA leadership activities

Requires access to assessors and IQAs for monitoring and quality assurance practice

Develops leadership skills in managing quality assurance systems and teams

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