



Step Up Training and Care

From Training to Caring, we deliver excellence

Qualification Name	Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
Qualification achieved	ICQ Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (RQF) 600/3455/5

Qualification Structure

This qualification is part of an assessment pack of 3 qualifications.

These qualifications are assessed by a portfolio of evidence, which will cover all assessment criteria contained within the units stipulated in the rules of combination for each qualification.

Before starting the course, you may be required to provide previous achievements or recognition of prior learning. This helps reduce the amount of time spent to prepare for the course.

This qualification requires an observation of the learner in practice and this observation cannot be carried out remotely. We can assist a learner in finding candidates to demonstrate their skills for the observation if they require it.

Qualification Duration

Qualification duration for award in UIQA's is 170 hours, of which we recommend 115 guided learning hours.

This equates to approximately a 6-month timescale but is dependent on a learner being engaged in their studies, submitting evidence to match the learning criteria usually on a weekly basis to your personal assessor.

Costs

This course is £750

50% is payable at point of enrolment with the remaining 50% payable upon completion of the qualification.

Who can enrol for this course?

This qualification is intended for those who lead a team of internal quality assurance staff. The objective of the qualification is to support a role in the workplace

Entry requirements

Must be 19+.

It is recommended that learners hold one of the following qualifications prior to enrolling:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Certificate in Assessing Vocational Achievements
- A1 Assess candidate performance using range of methods
- D32/D33 assess candidates performance/assess candidates using a different range of methods

These qualifications also require internal quality assurers to show current evidence of continuing professional development in assessment and quality assurance.

Who is this qualification suitable for?

The objective of the qualification is to support a role in the workplace and to confirm occupational competence and/or 'licence to practice'

The Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (RQF) is for candidates who would be responsible for the planning, allocating & monitoring of the work done by other Internal Quality Assurers. The area of responsibility would be that of managing or co-ordinating the quality assurance in the organisation through managing the work of a team of Internal Quality Assurers. It has been designed:

- For individuals who are currently practicing as internal quality assurers or a professional development qualification for managers, HR or quality assurance personnel
- For individuals who are carrying out assessments and quality assurance in most learning environments including FE, Adult Continuing Learning, Employers and Third Sector
- For individuals who are carrying out quality assurance in all occupational sectors
- For individuals working in accredited learning OR non accredited learning (where people may assess performance but do not assess for a qualification); the NQF and the RQF
- For individuals who have already achieved some Education & Training or Learning & Development units that can be carried forward into this qualification

Certification

Upon successful completion of these qualifications, you will be issued with a hard copy of your certificate

Enrolment

Full details of how to enrol on these qualifications can be found on our website, under the section Enrolment.

Module Content

Learners are required to successfully complete the 3 mandatory unit totalling 17 credits:

Mandatory Units:

- Understanding the principles and practices of internally assuring the quality of assessment (Credit Value 6)
- Internally assure the quality of assessment (Credit Value 6)
- Plan, allocate and monitor work in own area of responsibility (Credit Value 5)