ENROLLING NOW

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

VTCT Skills Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice · Ofqual 501/0515/2 · VTCT code AG40220 · VTCT Skills

To develop the knowledge, understanding and skills needed to internally assure the quality of assessment: the context and principles of internal quality assurance, planning, monitoring, maintaining and improving the quality of assessment, managing information and meeting legal and good practice requirements, and carrying out internal quality assurance of assessors in the work environment as an internal quality assurer (IQA).

THEORY Online, at your own pace	PRACTICE In your own workplace	COURSE PLAN 8 online modules
GUIDED LEARNING 90 hours	COURSE FEE Ask admissions	

What the course includes

8 online modules on the KCLINICS Academy platform, studied at your own pace, then practice and assessment in your own workplace. The plan comes from our scheme of work for this qualification.

Online modules

After the induction, each module has an online lesson, PDF learning material and written homework. Most modules also have video demonstrations and a quiz, and each unit ends with an online module test.

01 Course induction

- Course induction and VTCT Skills registration
- Video demonstration: how to use the KCLINICS Academy website (online learning, tests, homework and portfolio)
- Overview of the IQA role and portfolio requirements
- Learning agreement and code of conduct
- Introduction to all units, learning outcomes and assessment requirements

Includes video demonstrations.

02 Health and safety and legal requirements in quality assurance

UV40565

- Health and safety, equality and diversity in assessment and quality assurance
- Data protection, confidentiality and safeguarding
- Ethical and good practice requirements for the IQA
- Value of reflective practice and continuing professional development

Includes an online lesson, PDF learning material, video demonstrations and written homework.

03 Context and principles of internal quality assurance

UV40565

- History and development of quality assurance in vocational qualifications
- Functions and key concepts of internal quality assurance
- Roles of the IQA, assessor, EQA and awarding organisation
- Regulations and requirements of awarding organisations and regulators

Includes an online lesson, PDF learning material, video demonstrations and written homework.

04 Planning internal quality assurance

UV40565

- Planning the internal quality assurance of assessment
- Sampling strategies and risk factors
- Preparing IQA plans and schedules
- Involving assessors and others in the IQA process

Includes an online lesson, PDF learning material, video demonstrations and written homework.

05 Monitoring the quality of assessment

UV40565

- Techniques for monitoring assessment: sampling portfolios, observing assessors, interviewing learners and assessors
- Criteria for judging the quality of assessment
- Validating assessment decisions
- Giving feedback to assessors

Includes an online lesson, PDF learning material, video demonstrations and written homework.

06 Maintaining and improving the quality of assessment

UV40565

- Standardisation of assessment practice and decisions
- Supporting and developing assessors
- Dealing with disputes, appeals and malpractice
- Action planning for improvement

Includes an online lesson, PDF learning material, video demonstrations and written homework.

07 Managing information in internal quality assurance

UV40565

- Managing and recording information relevant to internal quality assurance
- Reporting to the awarding organisation and preparing for EQA visits

Includes an online lesson, PDF learning material, video demonstrations and written homework.

08 Internally assure the quality of assessment

UV40575

- Planning internal quality assurance activities for a team of assessors
- Internally evaluating the quality of assessment: sampling, observing assessors and questioning
- Maintaining and improving quality: feedback to assessors, standardisation and CPD
- Managing IQA records and maintaining legal and good practice requirements

Includes an online lesson, PDF learning material, video demonstrations and written homework.

In your workplace

09 IQA in Practice

- Learner monitors two assessors, each with two learners of their own, in the work environment
- IQA plans, sampling records and feedback to assessors added to the portfolio
- Completion of the portfolio of evidence
- Student evaluation
- Tutor evaluation

Dates and times agreed between the learner and the assessor

Observations take place in the learner's own workplace

Evidence uploaded to the portfolio on the KCLINICS Academy platform

No practical days

No practical days. You gather evidence in your own workplace, agreed with your employer and checked by your assessor.

Equipment	Computers/tablets, observation and assessment records.
Safety	Learners to follow the health and safety policies of the training centre. Learners to understand how internal quality assurers check that assessors carry out risk assessments and that candidates work safely and use PPE as required by industry code of practice during assessment.

Units and assessment

2 units

UV40565	Understanding the principles and practices of internally assuring the quality of assessment (45 guided hours)
UV40575	Internally assure the quality of assessment (45 guided hours)

While you learn

- Online quizzes and module tests
- Written homework
- Tutor feedback on the platform

Towards your certificate

- Assignments
- Practical observations/assessments
- Portfolio of evidence

No external examination. The qualification is awarded on your portfolio and observed assessments.

Before you start, and what comes next

Learners must be 18 or over to enrol and should be an experienced assessor with access to at least two assessors to quality assure in the work environment.

Level 4: Specialist practitioner level, the same level as the first year of a degree.

Before this course	Level 3 Award in Education and Training; Level 3 Certificate in Assessing Vocational Achievement; Level 3 Award in Assessing Competence in the Work Environment; Level 3 Award in Assessing Vocationally Related Achievement; Level 3 Award in the Principles of a Special Educational Needs and Disabilities Coordinator
After this course	Level 5 Diploma in Education and Training; Level 5 Diploma in Teaching (Further Education and Skills); Level 5 Diploma in Teaching
Leads to	Tutor, assessor or quality assurer in further education or a private academy

Fees and dates

Admissions confirms the fee for this course when you ask, and talks you through the ways to pay.

- Pay in full by card or bank transfer.
- Klarna or Clearpay at checkout, subject to their eligibility checks and approval.
- Monthly course finance through our finance partner, subject to status (18+, UK residents).
- Employer funding: we can invoice your employer.

You can enrol on any day. The next practical days are on the course page, and admissions confirms yours when they confirm your place.

Direct government funding for learners (Advanced Learner Loans, Mayor of London Adult Skills Fund) is not available through KCLINICS Academy at present and is not expected before 2028. Monthly course finance and self or employer funding are available now.

Apply, or ask a question

Apply on the course page or talk to admissions first. No payment is taken until your place is confirmed.

The course page:
kclinics.co.uk/academy/courses/level-4-award-in-the-internal-quality-assurance-of-assessment-processes-and-practice-ag40220

Call admissions: 020 8050 0750

Email: support@kclinics.co.uk

KCLINICS Academy, 4 Charterhouse Buildings, Goswell Road, London EC1M 7AN