



City & Guilds Accredited

Internal Quality Assurance Award

Level 4 Award in the Internal Quality Assurance of Assessment (6317-41)

Accreditation Number: 501/1678/2



Two days training



Evidence-based activity



In person

Aligned to company
competence standards

Pre-requisite

Candidates will need to be a qualified Assessor, and hold a Level 3 Assessor Award or equivalent, i.e., D32, D33 or A1

Recommended for

This course is recommended for:

- Those involved in, or preparing to take on the role of an IQA
- Current assessors progressing into verifier roles
- Those whose role requires them to uphold assessment standards within their organisation

Overview

The IQA Award course helps learners develop knowledge of the principles and practices underpinning internal quality assurance, and achieve the skills to plan, monitor and maintain the quality of assessments.

Course outcomes

Candidates have a 12 month period in which to complete the course, and will achieve a **City & Guilds Level 4 award in the Internal Quality Assurance of Assessment Processes and Practice**

The IQA Award course provides the knowledge and practical skills necessary to manage and ensure the quality of assessments

These professionals play a key role in verifying and standardising the consistency of assessment practices within an organisation, ensuring assessments are conducted in line with best practices

What is it:

The IQA Award course, officially known as the **City & Guilds Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice**, equips you with the knowledge and practical skills to manage and ensure the quality of assessments within your organisation.

To achieve the IQA Award, you'll complete written responses to standardised questions, demonstrate verification activities in the workplace with assessors, and complete assignments on standardisation and company standards.

What you can expect:

Candidates will receive:

- **Two-Day Training:** Covering the

principles and best practice for verification and underpinning knowledge

- **AssessBook account:** To store all necessary evidence for achieving the IQA Award with City & Guilds.
- **City & Guilds Registration:** Each new candidate will be registered with City & Guilds, allowing you to build on existing knowledge and skills. Once completed, you'll gain an internationally recognised qualification that you can use across jobs and sectors.
- **Workplace Assessment**
- **Portfolio Verification**
- **Ongoing Support:** Full trainer support from experienced AssessTech IQAs
- **Award Certification:** Successful candidates receive a City & Guilds IQA Award certificate.

Assessment criteria

401 | Understanding the Principles and Practice of Internally Assuring the Quality of Assessment

- Written assignment or professional discussion. The assessment must cover all learning outcomes and will also provide some knowledge for associated units.

402 | Internally Assure the Quality of Assessment

- Observation of performance in the work environment
- Examining products of work
- Questioning the learner

Core Training Content

The IQA core course content covers the following:

- Units 401/402 The Internal Quality Assurance of Assessment Processes and Practice
- Complaints and appeals
- Equal opportunities
- Roles of individuals within the assessment process
- Planning and implementing verification sampling
- Using performance criteria effectively within verification
- Collecting and judging evidence using a range of methods
- Incorporating a developmental grading system
- Supporting Assessor development within the workplace
- 80/20 developmental feedback
- Recording developmental feedback
- Producing concise, honest assessment records to support the candidate
- Standardisation activities
- Contributing to the quality assurance of the assessment process

Aligned with:

- Individual company verification standards, ensuring consistency with the organisations verification performance criteria, grading categories, etc.
- CPD – RSSB Good Practice Guide on Competence Development
- ORR– Developing and maintaining staff competence
- NTS markers to enhance the assessment

We help **improve performance, manage risks and reduce the rate of incidents on the railway** by empowering individuals and organisations with the tools and knowledge needed for continuous learning, development and competence management.

Level 4 Award: Internal Quality Assurance of Assessment Processes and Practice

Unit 401 Understanding the principles and practices of internally assuring the quality of assessment (knowledge)

Unit 401 assesses a candidate Internal Quality Assurer's (IQA) knowledge of the principles and practices of quality assurance in a learning and development context, and is ideal for those who are new to internal quality assurance and aspire to become an internal verifier.

Learning outcomes:

1. Understand the context and principles of internal quality assurance
2. Plan the internal quality assurance of assessment
3. Apply techniques and criteria for monitoring the quality of assessments
4. Maintain and improve the quality of internal assessments
5. Manage information relevant to IQA assessments
6. Comply with legal and good practice requirements

How will this be achieved?

The evidence for this unit will be completed through a series of written responses to standardised questions, completed as a portfolio of evidence.

Unit 402 Assure the quality of assessment (competence)

Unit 402 is a practical-based unit and assesses a candidate IQA's competence in carrying out internal quality assurance activities in the workplace. This unit provides a national benchmark of good practice, capturing the skills, knowledge and experience needed to perform the key activities of internal quality assurance.

Learning outcomes

1. Plan internal quality assurance
2. Internally evaluate the quality of assessments
3. Maintain and improve internal assessment processes
4. Manage internal quality assurance records
5. Ensure legal and best practice compliance when internally monitoring and maintaining the quality of assessments

How will this be achieved?

The evidence for this unit will be completed via practical verifications and standardisation activities within the candidate's work environment.

Book your course:

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AssessTech 

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