

IQA Award

Overview

This is for those who undertake the role of Internal Quality Assurer (IQA) for a centre or a company location.

They will be expected to maintain the validity and currency of their staff Competence Management System ensuring its accuracy and its availability for internal/external verification/audit.

You will learn how to do this on the **IQA Award** course, otherwise known as the **City & Guilds Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice**. This is described in further detail below:

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Booking Your Award

To book an IQA Award training course or to enquire for further information, please contact bookings@assesstech.com, where a member of the **AssessTech** team will be happy to assist.

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What is covered?

- Planning and implementing verification sampling
- Collecting and verifying evidence using a range of methods
- Ensuring quality in the assessment process
- Leading indicators – looking ahead to future situations and development
- The supporting of Assessors' development within the workplace
- Producing concise honest verification records to support Assessors

Description of Training

Each new IQA will receive the following:

- Two days of classroom training delivered by **AssessTech**, including:
 - o IQA Course Core Content (see below), including principles and best practice for verification, as well as underpinning knowledge
 - o Coaching on completing the IQA Award to **City & Guilds** standards
- An account on **AssessBook** to store all of the evidence needed to achieve the award with **City & Guilds**
- Registration with **City & Guilds**
- A simulated workplace assessment assessed by the **AssessTech** trainer during the two-day course which will contribute toward the award portfolio
- A workplace assessment, assessed by an **AssessTech** IQA
- Verification of the portfolio by **AssessTech**
- Ongoing support from the **AssessTech** trainer
- A **City & Guilds** IQA Award and associated certificate, upon successful completion

IQA Course Core Content

The core 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
- Error and violation types
- 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
- Leading Indicators - looking ahead to future situations and development
- The supporting of Assessor development within the workplace
- 80/20 developmental feedback
- Recording developmental feedback
- Producing concise, honest assessment records to support the candidate
- Use of Company Standards
- CPD – RSSB Assessment best practise guide
- ORR – Developing and maintaining staff competence
- Use of eSystems for gathering and storing assessments
- Standardisation activities
- The mature assessment model
- Contributing to the quality assurance of the assessment process

Units of Competence

Successful candidates will achieve a **City & Guilds** Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice. This comprises two units:

- **Unit 401** - Understanding the principles and practices of internally assuring the quality of assessment (knowledge)
- **Unit 402** - Assure the quality of assessment (competence)

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

This Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice (QCF) is intended for individuals who wish to gain an understanding of the principles and practices of internal quality assurance of assessment, without any requirement to practice as an internal Verifier.

This qualification is ideal for those individuals new to internal quality assurance and hoping to become an internal Verifier. In addition, it is beneficial for those whose role requires them to know about essential principles and practices of internal quality assurance but never practice, for example, Programme Administrators and Managers.

This award is based upon the LLUK (Learning and Development National Occupational Standards). The qualification provides a national benchmark of good practice, capturing the knowledge and understanding required for the key activities of internal quality assuring. It is also a mandatory requirement for those completing the Verifier award.

There are six learning outcomes to this unit. The learner will:

1. Understand the context and principles of internal quality assurance
2. Understand how to plan the internal quality assurance of assessment
3. Understand techniques and criteria for monitoring the quality of assessment internally
4. Understand how to internally maintain and improve the quality of assessment
5. Understand how to manage information relevant to the internal quality assurance of assessment
6. Understand the legal and good practice requirements for the internal quality assurance of assessment

How will this unit be achieved?

The evidence for this unit will be completed, via a series of written responses to standardised questions. This should be viewed as a cementing of knowledge and best practice. The written will be completed either within the class environment, or set as a project for the candidates to complete within their own time. It will be up to the **AssessTech** trainer to decide what is most appropriate to the candidate's needs.

402 Assure the quality of assessment

This Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (QCF) is a practical-based qualification. It is intended for individuals whose job role requires them to maintain the quality of assessment from within an organisation or assessment centre.

The units within this award are based upon the LLUK (Learning and Development National Occupational Standards). The qualification provides a national benchmark of good practice, capturing the skills, knowledge and experience needed to perform the key activities of internal quality assuring.

There are five learning outcomes to this unit. The learner will:

1. Be able to plan the internal quality assurance of assessment
2. Be able to internally evaluate the quality of assessment
3. Be able to internally maintain and improve the quality of assessment
4. Be able to manage information relevant to the internal quality assurance of assessment
5. Be able to maintain legal and good practice requirements when internally monitoring and maintaining the quality of assessment

How will this unit be achieved?

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