

# VTCT Internal Quality Assurer training

## VTCT level 4 award

<b>Course overview</b>	The course involves initial training over two days during which the IQA qualification needed to become a qualified Internal Quality Assurer will be explained in detail. You will explore how the evidence for your IQA – Internal Quality Assurance qualification will be collected and presented. Following the training you will work independently to gather the evidence required with tutor support and follow up assessment.
<b>Course content</b>	<ul style="list-style-type: none"> <li>• The context and principles of internal quality assurance</li> <li>• Planning the internal quality assurance of assessment</li> <li>• Techniques and criteria for monitoring the quality of assessment internally</li> <li>• How to manage information relevant to the internal quality assurance of assessment</li> <li>• Ensuring validity, reliability, authenticity, sufficiently and accuracy of assessment</li> <li>• How to internally maintain, improve and evaluate the quality of assessment</li> <li>• The legal and good practice requirements for the internal quality assurance of assessment</li> </ul>
<b>Qualification gained</b>	AG40220 VTCT Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (QCF)
<b>Course duration</b>	Two initial days training followed by up to a maximum of three months to gather evidence, complete the assessments and present your e-portfolio of evidence.
<b>Who the course is for</b>	This course is intended for those who maintain the quality of assessment for NVQ and/or VRQ qualifications from within an organisation or assessment centre.
<b>Entry requirements</b>	In order begin working towards becoming an internal quality assurer you should be an experienced and qualified assessor for your relevant vocational area and ideally hold D32/33, A1 or the Level 3 Certificate in Assessing Vocational Achievement.
<b>How is the course assessed</b>	<p>The course will be assessed through a combination of written work, one practical observation and submission of an e-portfolio of evidence. As some of the evidence for your IQA internal quality assurer qualification will be gathered remotely, you will ideally have the following technology available to you:</p> <ul style="list-style-type: none"> <li>• A computer</li> <li>• Access to the internet, Skype and a webcam</li> <li>• Access to a flip cam/video/smart phone or camera for evidence gathering</li> </ul>
<b>Progression and business opportunities</b>	This qualification provides the knowledge and skills required to progress to employment as an internal quality assurer. With experience you will be able to further your career in internal quality assurance by undertaking a qualification to enable you to carry out the role of Lead Internal quality assurer: Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice.
<b>Cost</b>	£550 per delegate for the qualification registration, training, e-portfolio support, tutor support over the three month period, assessment and certification.
<b>How to book</b>	Please complete the online event booking and payment form or call Events on + 44 (0) 23 8068 4513 to arrange payment in advance to secure your place. You will also need to complete the course registration form and return this to <a href="mailto:events@vtct.org.uk">events@vtct.org.uk</a> prior to course commencement.

# Vtct

### Course delivery

The course will be delivered by an experienced VTCT Educator.

Please note that you will need to have access to at least two assessors to observe in order to gain your evidence.