



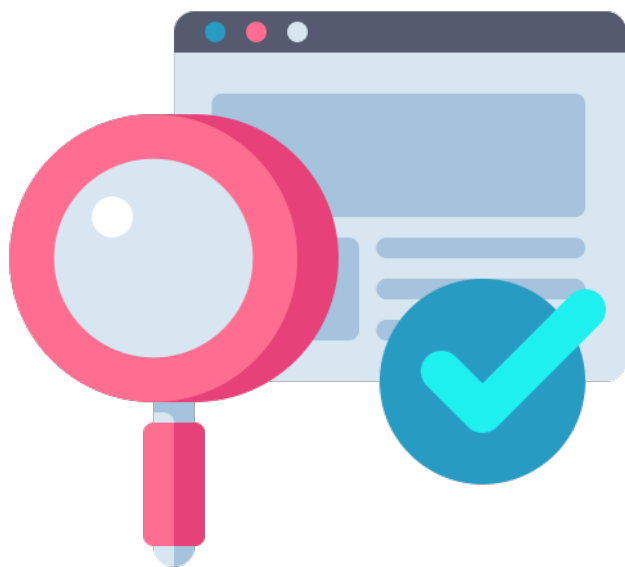
Open Awards Level 4 Internal Quality Assurance Suite (RQF)

Open Awards Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice 600/4655/7

Open Awards Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice 600/4652/1

Open Awards Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice 600/4654/5

Open Awards Level 3 Certificate in Assessing Vocational Achievement 600/4648/X



QUALIFICATION GUIDE

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About the Qualification

Title	Open Awards Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice (RQF)	600/4655/7
	Open Awards Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice (RQF)	600/4652/1
	Open Awards Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (RQF)	600/4654/5
Sector	13.1 Teaching and Lecturing	
Level	3	
Funding	Please click here for more information	
Pricing Information	Please click here for more information	
Review Date	31/07/2026	

Ofqual Purpose	D – Confirm Occupational Competence and/or License to Practice
Ofqual Sub-Purpose	C1 – Confirm Competence in an Occupational Role to the Standards Required

Total Qualification Time/Guided Learning		
<i>TQT is a new requirement for qualifications regulated by Ofqual through the Regulatory Qualifications Framework (RQF) from September 2015. For more information on what this means and how it is worked click here</i>		
Open Awards Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice (RQF)	Total Qualification Time (hours)	60
	Guided Learning (hours)	45
Open Awards Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice (RQF)	Total Qualification Time (hours)	120
	Guided Learning (hours)	90
Open Awards Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (RQF)	Total Qualification Time (hours)	170
	Guided Learning (hours)	115

Age Range and Restrictions:	
Pre -16	x
16 – 18	x
19+	✓
Any other restrictions specific to the qualification(s)	None

Any specified entry requirements

Although no formal qualifications are required on entry, all learners joining this qualification programme should undertake an initial assessment of skills in English, mathematics and ICT. They should record their development needs and, where applicable, agree an action plan to address them. If trainees join the qualification programme having already undertaken an initial assessment of their English, mathematics and ICT skills, their record of development needs and any previous action taken to address them should be reviewed and updated as required.

There are no other nationally agreed entry requirements.

Recommended Assessment Method Summary

Learners will be required to complete a portfolio of evidence.

You will complete a portfolio of evidence which could include a range of evidence including assignments, witness testimonies, professional discussions and reflective journals.

Some of the units require that you are assessed within the workplace – simulation will not be allowed. Details of this can be found on the individual unit content.

Qualification Units

Rules of Combination	
Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice	
Credit Value of the Qualification	6
Minimum Credits to be achieved at the Level of the Qualification	6
Mandatory Units A	6
Internal Quality Assurance of Assessment Processes and Practice	
Credit Value of the Qualification	12
Minimum Credits to be achieved at the Level of the Qualification	12
Mandatory Units A	12
Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice	
Credit Value of the Qualification	17
Minimum Credits to be achieved at the Level of the Qualification	17
Mandatory Units A	17

Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice

Mandatory Units A

QAC Code	Unit Name	Credit	Level
T/507/9007	Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	6	Level Four

Internal Quality Assurance of Assessment Processes and Practice

Mandatory Units A

QAC Code	Unit Name	Credit	Level
T/507/9007	Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	6	Level Four
H/507/8998	Internally Assure the Quality of Assessment	6	Level Four

Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice

Mandatory Units A

QAC Code	Unit Name	Credit	Level
T/507/9007	Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	6	Level Four
H/507/8998	Internally Assure the Quality of Assessment	6	Level Four
Y/615/5375	Plan, Allocate and Monitor Work in Own Area of Responsibility	5	Level Four

Delivering this Qualification

Becoming a Centre

To deliver this qualification you must be a recognised Open Awards centre. For more information, head to our website or contact the team on 0151 494 2072

How to Deliver

You can deliver this qualification by completing a [New Qualification Request Form](#) via the Open Awards portal. For more information, see the Centre Handbook, or contact the team on 0151 494 2072.

Registering Learners

Once you are ready to deliver this qualification, you will need to register your learners in line with the timescales below:

Short courses (15 weeks or less) within 25 working days of the course start date.
Full year long courses (over 15 weeks) within 60 working days of the course start date.

You will need to register your learners via the Open Awards [portal](#).

Quality Assurance and Standardisation

Delivery of this qualification must be done so in accordance with Ofqual regulatory guidelines and in line with Open Awards' quality assurance processes. Template forms and guidance documents are available via the Open Awards portal.

Centre Staff Requirements

Centres are responsible for ensuring that their staff are suitably skilled and experienced. Tutors/ assessors and internal quality assurance (IQA) staff must have relevant occupational knowledge and/or occupational competence at the same level or higher as the units being delivered.

All those who assess these qualifications must:

- Already hold the qualification they are assessing (or a recognised equivalent) and have successfully assessed learners for other qualifications (if assessing quality assurance roles, they must have experience as a qualified quality assurance practitioner of carrying out internal or external quality assurance of qualifications for a minimum of two assessors);
- Have up-to-date working knowledge and experience of best practice in assessment and quality assurance;
- Hold one of the following qualifications or their recognised equivalent:
- Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice; or
- Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice; or Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice;

- Show current evidence of continuing professional development in assessment and quality assurance

Although not mandatory, best practice would be for Assessors to hold the relevant D32/D33/A1/AQA unit(s) and Level 4 Certificate in Education or Training. Likewise, best practice would be for Internal Verifiers to hold the relevant D34/V1/IQA unit(s).

Centres are responsible for notifying Open Awards of staff changes.

Training and support

Open Awards offers training and support events in Delivery & Assessment and Quality Assurance. These events are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of these training events are on our [website](#).

Internal Quality Assurance (IQA)

All centres delivering Open Awards provision must operate rigorous internal quality assurance systems. A centre must identify how they will internally quality assure and standardise their delivery and assessment before delivering a course.

External Quality Assurance (EQA)

Centre approval compliance monitoring and external quality assurance is carried out by Open Awards' Lead Quality Reviewers/External Quality Assurers who will confirm that the centre is assessing to standard and ensure that there are robust quality assurance systems embedded.

Please refer to Internal and External Quality Assurance within the Centre Handbook.

Standardisation

Centres are required to contribute to national standardisation as requested by Open Awards. Open Awards offers Standardisation events that are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of training and standardisation events can be found on our website.

Further guidance on Quality Assurance and Standardisation please refer to the [Centre Handbook](#)

Recognition of Prior Learning and Achievement (RPL)

RPL is a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they may already possess. Evidence of learning must be sufficient, reliable and valid.

It is the responsibility of the centre to inform Open Awards at registration of any exemptions and/or equivalences for which a claim may be made. These claims will be subject to external verification by the Open Awards' Lead Quality Reviewer for the centre.

For more information, please see our Recognition of Prior Learning Policy found on the Open Awards [portal](#).

Appendices and Links

Appendix Name
Centre Handbook
Enquiries, Complaints and Appeals Policy
Equality and Diversity Policy
Invoicing Policy
Privacy Policy

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