



Quality Assurance.

Level 4 Certificate - Leading the Internal Quality Assurance of Assessment Process and Practice (RQF)
- Distance learning





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Distance Learning.

Our Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice is a competency-based qualification with theory and practical units. Our qualification allows you the freedom to work at a pace that suits you.

Our online learning platform is available 24 hours a day, 7 days a week. The course has been developed by our teachers and provides a range of reading materials which are designed to help you achieve your qualification and extend your skills.

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Regulated Qualifications.

The Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Process and Practice (RQF) is a nationally regulated qualification awarded by Training Qualifications UK - an OFQUAL-regulated awarding organisation.

Our courses are rigorously quality assured to ensure that the highest standards are maintained for all of our learners.





Course Content.

The Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Process and Practice (RQF) is a three-unit qualification for anybody seeking to lead a team of quality assurance personnel within the training or assessment environment.

The qualification is made up of the following units:

1. **Unit 1: Understanding the principles and practices of internally assuring the quality of assessment (T/601/5320).**
2. **Unit 2: Internally assure the quality of assessment (A/601/5321).**
3. **Unit 3: Plan, allocate and monitor work in own area of responsibility (H/600/9674).**

We expect you to spend approximately 170 hours on completion of this qualification.



Unit 1 Overview.

This introductory unit includes content which will enable you to:

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

Unit Assessment:

This unit is assessed through a range of written assignments.



Unit 2 Overview.

This unit includes content which will enable you to:

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

Unit Assessment:

This unit is assessed through a range of written assignments and the production of product evidence from the quality assurance of two assessors.



Unit 3 Overview.

This practical unit includes content which will enable you to:

- Be able to produce a work plan for your own area of responsibility.
- Be able to allocate and agree responsibilities with team members.
- Be able to monitor the progress and quality of work in own area of responsibility and provide feedback.
- Be able to review and amend plans of work for own area of responsibility and communicate changes.

Unit Assessment:

This unit is assessed through a range of written assignments and a portfolio of work product evidence gathered from leading quality assurance in your own workplace.





Course Feedback.

“Excellent course, assignments graded really quickly with good feedback. Help from tutors whenever you need it and support throughout.”

- Michelle Phillips ★★★★★

“Brilliant course, very easy to follow. The practical training was delivered in a very enjoyable way, not once did I look at the time.”

- Janet Pike ★★★★★

“Everything I needed to complete the Level 3 Award in Education and Training was provided by CTC Training and Development in a smart package of training and assessment. Although I didn’t use it, there was access to my tutor with various contact methods available. The presentation material was up-to-date and enjoyable to use, there was plenty of guidance for further reading which pointed me in the right direction for researching topics. Submitted assignments were graded quickly with good feedback. Overall, I was very happy with the course and would gladly use CTC again.”

- Jim Lucus ★★★★★

“I completed the Level 3 Award in Education and Training online, the information provided by CTC for the qualification was excellent, the portal was easy to navigate and to upload your assignments. The knowledge of Chris and Craig was first class and they were always accessible to provide guidance and help when needed, with quick feedback on your assignments. I would have no hesitation in recommending CTC to others, and if you want to achieve your level 3 Award in Education and Training CTC Training is the place to go.”

- John Casey ★★★★★



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Our Process.

1

View our online courses.

Call us for assistance if you're unsure what's right for you.

2

Select your course.

You can do this online and pay in part or full.

3

Get your account.

Once signed up, you'll get login details to access your course online.

4

Book an induction.

Book your induction through your tutor's diary - we'll send a link.

5

Dive into the course.

Write assignments and gather evidence (depending on your course requirements).

6

Support from your tutor.

You'll have a dedicated tutor who will always be available to chat and support you in your learning.

7

Assignment marking.

Get feedback from your tutor. If you don't pass first time, you can resubmit (it doesn't cost any extra).

8

Congratulations!

Once you complete the course in full, you'll be issued a regulated certificate!



Contact Us.

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