



OFFICIAL IBQA-USA RESOURCE

Institutional Quality Assessment Guidelines

Applicant guidance for independent institutional quality review

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Scope note: IBQA-USA Institutional Quality Assessment is an independent private quality-assurance service. It is not a substitute for statutory approval, government accreditation, professional licensure or degree-awarding authority.

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This guide explains the evidence normally reviewed when an education or training provider applies for IBQA-USA Institutional Quality Assessment. It is intended to help applicants prepare a complete, traceable and proportionate evidence file.

1. Purpose and scope

- ✓ Institutional Quality Assessment is an independent private quality-assurance review of the provider's declared scope, governance, resources, delivery systems, assessment controls and learner-protection arrangements.
- ✓ The review is proportionate to the institution, programme portfolio, delivery model and locations included in the application.
- ✓ A positive outcome is limited to the written scope shown in the decision record and does not extend to activities that were not reviewed.

2. Core review areas

- ✓ **Legal identity and governance:** registration or incorporation, ownership, governing body, delegated authority and accountable leadership.
- ✓ **Programme design and delivery:** programme specifications, entry requirements, curriculum, learning outcomes, delivery planning and faculty competence.
- ✓ **Assessment and certification controls:** assessment integrity, moderation, records, results, certificate controls and verification arrangements.
- ✓ **Learner protection:** admissions information, fees, complaints, refunds, welfare, privacy and fair treatment.
- ✓ **Internal quality assurance:** monitoring, corrective action, review, evidence retention and continual improvement.

3. Typical evidence checklist

- ✓ Registration/incorporation record and current legal identity documents.
- ✓ Organisation chart, governance policy and role descriptions.
- ✓ Programme specifications and sample learning materials.
- ✓ Faculty profiles, qualifications and delivery records.
- ✓ Assessment, complaints, learner-protection and quality-assurance policies.
- ✓ Sample learner records, certification records and public information used by the institution.

4. Application and review pathway

- ✓ **Application:** submit organisation details, scope, locations and service request.
- ✓ **Document review:** IBQA-USA checks evidence against the applicable quality criteria.
- ✓ **Clarification:** additional evidence may be requested where the record is incomplete or unclear.
- ✓ **Decision:** outcome may be approved, approved with conditions, deferred for further evidence or declined.
- ✓ **Monitoring:** approved institutions must maintain the reviewed controls and report material changes.

5. Decision records and public claims

- ✓ Any approved status should be described only in the wording authorised by IBQA-USA and only for the stated scope and validity.
- ✓ Applicants must not describe IBQA-USA review as governmental accreditation, statutory approval, university recognition, professional licensure or degree-awarding authority unless such status exists separately from the relevant authority.

6. Applicant preparation checklist

- ✓ Confirm the exact legal name and operating name used in the application.
- ✓ List every site, delivery mode and programme intended to be included.
- ✓ Use current policies and clearly identify revision dates.
- ✓ Ensure evidence can be traced to the organisation and responsible personnel.
- ✓ Remove unsupported claims from websites, brochures and learner communications before review.

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This document is applicant guidance. The applicable application, agreement, decision record, certificate, verification record or written approval controls the actual service scope.