Lead IQA Award

Overview

This is for those who undertake the role of **Lead Internal Quality Assurer** (**IQA**) for a centre or a company location. Typically, these will be experienced IQAs who are taking on more responsibility or are managing a team of IQAs for a business function.

You will already hold an IQA Award

The **Lead IQA Award** course is a **City & Guilds Level 4 Award**. This is described in further detail below.

Booking Your Award

To book a **Lead IQA Award** 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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To download the information as a PDF, click here.

What is covered?

A refresher of the IQA Award ensuring you are still up to date with current practices, including:

- 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

Then:

- A new unit of competence: 403 - plan, allocate and monitor work in own area of responsibility.

Description of Training

Each new Lead IQA will receive the following:

- One day of classroom or online training delivered by **AssessTech**, including:
- Course Core Content (see above), including principles and best practice for verification, as well as underpinning knowledge
- Coaching on completing the Lead 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 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

Units of Competence

Successful candidates will achieve a **City & Guilds** Level 4 Award comprising a single unit of competence:

Unit 403 – Plan, Allocate and Monitor work in own area of responsibility.

There are 4 Learning outcomes to this unit. The learner will:

- Be able to produce a work plan for 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.

How will this unit be achieved?

The evidence for this unit will be completed, via uploading evidence of you working as a Lead IQA and demonstrating competence against the unit criteria. It will be up to the **AssessTech** trainer to decide what is most appropriate to the candidate's needs.