AssessTech

City & Guilds Accredited

# Lead Internal Quality Assurance Certificate

Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (6317-42)

**Accreditation Number: 501/1680/0**

Two days training

Evidence-based activity

In person

Aligned to company competence standards

**City & Guilds**
APPROVED CENTRE

## Pre-requisite

Candidates will need to be a qualified IQA and hold a level 4 IQA Award.

## Recommended for

This course is recommended for:

- Experienced IQAs progressing into leadership or coordination roles
- Those responsible for overseeing quality across multiple functions or teams
- Individuals managing a group of IQAs within an organisation

## Overview

AssessTech delivers the Lead IQA course in person

Learners will:

- Develop the skills to plan, allocate, and monitor the work of other IQAs
- Manage the internal verification process
- Drive continuous improvement in assessment practice

## Course outcomes

Candidates have a 12 month period in which to complete the course, and will achieve a **City & Guilds Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice**

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**The Lead IQA Certificate is designed for experienced IQAs who are stepping into more strategic roles**

Lead IQAs play a key role in managing other IQAs, leading quality functions, or taking a broader responsibility for internal verification within an organisation

### What is it:

The **Lead IQA** course is officially known as the **City & Guilds Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice**, and is a great step for those looking to take on more responsibility and make a bigger impact in the field of quality assurance.

The Lead IQA course builds on the existing knowledge and skills of qualified IQAs, and introduces planning and leadership strategies to help guide other IQAs to take charge of quality assurance processes and manage internal verification duties effectively.

### What you can expect:

Candidates will receive:

- **A refresher of the IQA Award:** ensuring you are up to date with current practices
- **Tailored to your standards:** The Lead

IQA course is delivered in line with your company's verification standards, using language and grading criteria familiar to your team for maximum relevance and clarity.

- **AssessBook account:** To store all necessary evidence for achieving the Lead IQA Certificate with City & Guilds.
- **City & Guilds Registration:** Each new candidate will be registered with City & Guilds, allowing you to build on existing knowledge and skills. Once completed, you'll gain an internationally recognised qualification that you can use across jobs and sectors.
- **Workplace Assessment:** Assessed by an AssessTech IQA
- **Portfolio Verification**
- **Ongoing Support:** Full trainer support from experienced AssessTech IQAs
- **Award Certification:** Successful candidates receive a City & Guilds Lead IQA certificate.

### Assessment criteria

403 | Plan, Allocate and Monitor work in own area of responsibility

- Observation of performance in the work environment
- Examining products of work
- Questioning the learner

We help **improve performance, manage risks and reduce the rate of incidents on the railway** by empowering individuals and organisations with the tools and knowledge needed for continous learning, development and competence management.

## Level 4 Certificate: Internal Quality Assurance of Assessment Processes and Practice

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

### Core Training Content

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 and producing concise honest verification records to support Assessors.

- Setting aims and objectives
- Building an IQA plan
- Supporting and developing IQA's
- Monitoring and reviewing the IQA plan
- Showing evidence of own competence
- Understanding company standards

**Unit 403** is designed for individuals who already hold the IQA Award and want to build upon existing knowledge and skills to develop as a Lead IQA.

The Lead IQA role is essential in any organisation to drive standardisation across the IQA function through targeted verification activities derived from the Lead IQA plan. This plan, at the strategic level, targets activities that will support and promote improved performance and reduced incidents.

### Learning outcomes:

1. Produce a work plan for own area of responsibility.
2. Allocate and agree on responsibilities with team members.
3. Monitor the progress and quality of work in own area of responsibility and provide feedback.
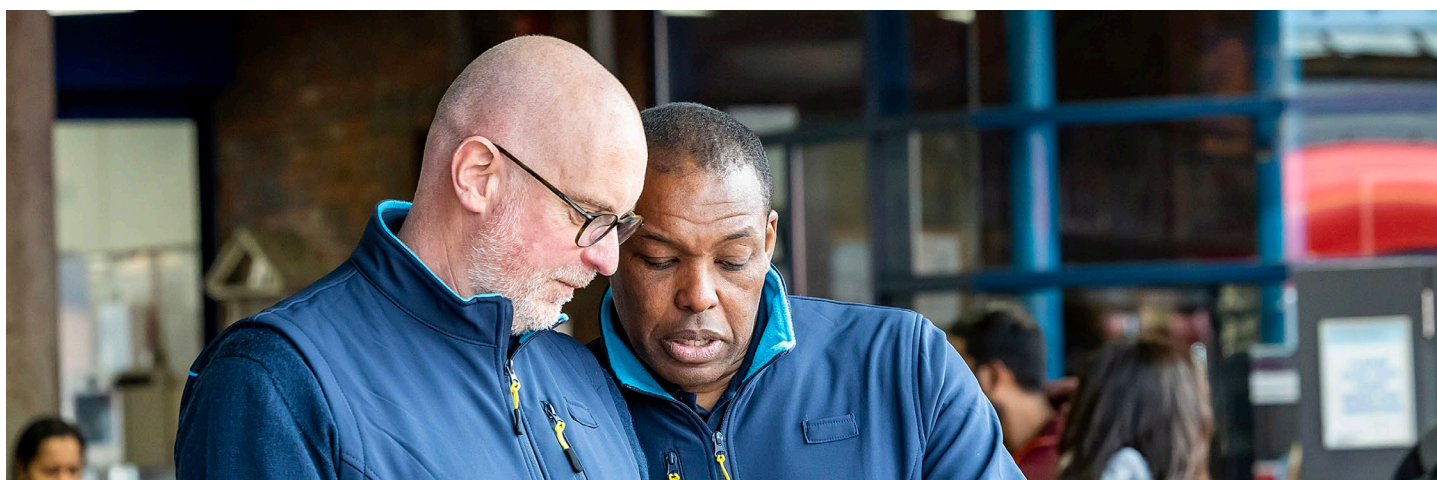4. Review and amend plans of work for own area of responsibility and communicate changes.

### How will this be achieved?

The evidence required for this unit includes a combination of practical tasks and underpinning knowledge questions.

Candidates will be expected to upload documentation demonstrating their work as a Lead IQA and show competence against the unit criteria.

The AssessTech trainer will support candidates in understanding how they can best achieve this within their area of responsibility.

**Book your course:**

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**AssessTech**

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