

# IQA VERIFIER TRAINING — LESSON PLAN

4-Hour Training Session

## LEARNING OBJECTIVES

- ✓ Understand the principles and practices of internal quality assurance
- ✓ Plan and conduct sampling of assessment decisions and records
- ✓ Support and develop assessors through feedback and standardisation
- ✓ Make and record IQA decisions accurately
- ✓ Understand the requirements for Ofqual compliance
- ✓ Prepare for external quality assurance visits

## SESSION TIMETABLE (09:00–16:00)

09:00–09:15	<b>Welcome &amp; Introductions</b> — Trainer introduces themselves and the course. Participants introduce themselves. Overview of the day, housekeeping, fire exits, breaks.
09:15–09:45	<b>Icebreaker Activity</b> — Icebreaker: IQA Jargon Buster. Teams decode IQA terminology — EQA, VACSR, sampling strategy, standardisation — who can explain them all?
09:45–10:30	<b>Topic Introduction &amp; Background</b> — Introduction to IQA Verifier. Legal framework: Ofqual Centre Monitoring Requirements   Education and Training Foundation... Key statistics and why this training matters.
10:30–10:45	<b>Morning Break</b> — Comfort break — 15 minutes
10:45–11:30	<b>Core Knowledge Session 1</b> — Learning objectives 1–3. Plan IQA: Develop a risk-based sampling strategy covering all assessors, units and assessment methods. Support Assessors: Provide guidance, feedback and standardisation activities to ensure consistent decisions.
11:30–12:15	<b>Core Knowledge Session 2</b> — Learning objectives 4–6. Monitor Practice: Sample assessment decisions, feedback and records using pre- and post-assessment sampling. Make Decisions: Make clear, justified IQA decisions and provide detailed feedback to assessors.
12:15–13:00	<b>Lunch Break</b> — Lunch break — 45 minutes
13:00–13:45	<b>Practical Activities</b> — Hands-on practice and group activities. Sampling Scenario: Groups are given a centre profile and must design a sampling strategy — compare approaches
13:45–14:30	<b>Case Studies &amp; Scenarios</b> — Group work on real-world scenarios. Good or Poor IQA?: Trainer describes IQA practices — participants decide if they represent good or poor quality assurance
14:30–14:45	<b>Afternoon Break</b> — Comfort break — 15 minutes
14:45–15:30	<b>Assessment &amp; Quiz</b> — Written assessment: 8-question multiple choice quiz. Review answers as a group. Address any knowledge gaps.
15:30–16:00	<b>Evaluation &amp; Close</b> — Complete feedback forms. Q&A session. Summary of key learning points. Next steps and CPD recommendations.