

IQA VERIFIER — PRACTICAL SKILLS GUIDE

Specific Skills Reference Sheet

KEY KNOWLEDGE

The IQA process involves planning a risk-based sampling strategy, supporting and developing assessors, monitoring assessment practice, making and recording IQA decisions, and preparing for external quality assurance (EQA) visits. Sampling must cover all assessors, all units and all assessment methods. New and less experienced assessors require more frequent sampling. IQA decisions must be clearly recorded with justification, and feedback to assessors must be specific, constructive and timely.

STEP-BY-STEP PROCESS

- 1 Plan IQA**
Develop a risk-based sampling strategy covering all assessors, units and assessment methods



- 2 Support Assessors**
Provide guidance, feedback and standardisation activities to ensure consistent decisions



- 3 Monitor Practice**
Sample assessment decisions, feedback and records using pre- and post-assessment sampling



- 4 Make Decisions**
Make clear, justified IQA decisions and provide detailed feedback to assessors



LEGISLATION & STANDARDS

Ofqual Centre Monitoring Requirements | Education and Training Foundation