

1-Day IQA Verifier — Lesson Plan

Free Trainer Resource | trainerresources.com | abertaytraining.co.uk

Course: IQA Verifier	Duration: 1 Day (6 hours)	Max Delegates: 12	Level: Introductory/Intermediate
-----------------------------	----------------------------------	--------------------------	--

Session Schedule

Time	Topic	Content	Activity	Resources
09:00-09:30	Welcome & Introductions	Icebreaker, course overview, housekeeping	Group discussion	Flipchart
09:30-10:30	IQA Principles & Legislation	Role of IQA, legislation, Ofqual requirements, EQA vs IQA	Presentation	Slides, handouts
10:30-10:45	Break			
10:45-12:00	Sampling Strategies	Risk-based sampling, sampling plans, what to sample and when	Workshop	Sampling plan templates
12:00-12:45	Lunch			
12:45-13:45	Conducting IQA Activities	Direct observation, portfolio review, giving feedback	Practical exercises	Case studies
13:45-14:30	Standardisation & Record Keeping	Standardisation meetings, IQA records, countersignatures	Group activity	Record templates
14:30-14:45	Break			
14:45-15:30	Malpractice & Appeals	Identifying malpractice, reporting procedures, appeals process	Case study discussion	Policy documents
15:30-16:00	Assessment & Certification	Multiple choice quiz, feedback forms, certificates	Written assessment	Quiz papers

Assessment & Certification

<ul style="list-style-type: none"> • Multiple choice knowledge assessment (15 questions, 80% pass mark) • Practical observation checklist • Delegate feedback form • CPD certificate issued on successful completion 	<p>Certification Body: SafeCert Awards / TQUK</p> <p>Certificate Valid: 3 years</p> <p>Renewal: Refresher course available</p> <p>More info: https://iqaverifier.co.uk</p>
--	--

Want to deliver this course? Become an accredited IQA Verifier — visit <https://iqaverifier.co.uk> or call 0333 500 5000 | abertaytraining.co.uk