**IQA Qualification File Contents**

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|  | **Title** | **Documents** |
| 1 | Awarding organisation approvals | * Awarding organisation approval documents * Approval as Accredited IQA with the awarding organisation |
| 2 | Overview | * Extract from Directory or print-out from internet * Page of text outlining the programme and progression route   e.g. term 1 - award, term 2 - certificate, diploma   * List of units with GLH and credit value * Class Profile form or text explaining the type of learners * Table showing the units, Assessors, IQA * **IQA checklist** from the IQA of Assessment Centre Handbook |
| 3 | IQA strategy & sampling plans | * IQA Sampling Strategy form * Text explaining why you do what you do and when * Ensure this includes the model of IQA used e.g. each Assessor IQAs the assessment decision of another Assessor |
| 4 | CVs | * If you only have a small team it would be good to have these in the file, if you feel there are too many, then you may want to put them on a USB stick so that the external reviewer can see them quickly * Awarding organisation or SSC Assessment Strategy outlining the requirements for Assessors and IQAs |
| 5 | Assessor / IQA induction & training needs identified record plus development plans | If you have no new staff – you should still have a mechanism for identifying training needs – the College form is useful for this |

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| 6 | Awarding Organisation registrations | * List of learners with registration numbers * Copy of registration confirmation from awarding organisation |
| 7 | Assessment | * Assessment / Assignment Schedule / Plan showing when the assignments will be issued and expected in * Course / Programme Handbook or information sheets for learners showing units, assignments and information given about appeals, plagiarism late submission, resubmission and extenuating circumstances * Course Planner to show that all aspects of the specification will be covered in delivery, where E&D is embedded and when assessment will take place * List of assignments and dates of IQA prior to issue – need to be able to check that all assignments have been done * Please include all assignments and the IQA of assignment brief form for each – if they are too numerous; put them in a second file or on a USB stick |
| 8 | IQA sampling of assessment | * IQA sampling of assessment forms |
| 9 | IQA observations of assessment | * Only currently required for NVQ programmes but good practice to do, especially peer observations |
| 10 | IQA learner interviews | * Only currently required for NVQ programmes but good practice to collect course level satisfaction, as the College surveys only produce results at programme area level * Could also take notes from “focus group” type discussion perhaps during tutorial or ask learners for a “reflection” on their programme of study |
| 11 | Minutes of meetings and standardisation activities | * Schedule of meetings * Minutes of meetings / records of standardisation activities |

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| 12 | Tracking of progress documents | * Spread sheet or table showing learners’ progress through the units and where relevant, grades achieved |
| 13 | External awarding organisation reports | * Recent reports plus evidence of addressing any actions |
| 14 | Applications for certification | * Copy / print outs of the documentation passed to Exams to claim |
| 15 | Evaluation of assessment & IQA of assessment including learner  views | * Required as part of course self-assessment process |