

# The IQA's job description

|                         |  |
|-------------------------|--|
| <b>Job title</b>        | Internal Quality Assurer (IQA)         |
| <b>Responsible to:</b>  | The Lead IQA                           |
| <b>Responsible for:</b> | The performance of a team of assessors |

## Job purpose:

1. Monitor, review and evaluate the quality of assessment processes and practice.
2. Monitor the quality of assessor performance, identify assessor development needs and facilitate assessor development to maintain and improve the quality of assessment
3. Ensure documentation and records meet quality and regulatory requirements.

| I do this and I can prove it | I need help |
|------------------------------|-------------|
|                              |             |
|                              |             |
|                              |             |

## Duties:

- Plan and prepare monitoring activities according to the requirements of own role
- Determine whether assessment processes and systems meet and operate according to quality requirements
- Check that assessors meet the requirements for their role
- Analyse assessor capabilities and potential in the context of their objectives and other requirements
- Agree and prioritise assessor learning needs and produce individual development plans with assessors to reflect these
- Provide assessors with feedback, advice and support to help them maintain and improve their assessment practice
- Check that assessments are planned, prepared for and carried out according to agreed procedures
- Check that assessment methods are safe, fair, valid and reliable

| I do this and I can prove it | I need help |
|------------------------------|-------------|
|                              |             |
|                              |             |
|                              |             |
|                              |             |
|                              |             |
|                              |             |
|                              |             |
|                              |             |

# The IQA's job description

- Check that assessment decisions are made using specified criteria
- Compare assessor decisions to ensure they are consistent
- Work with assessors, trainers, employers and learners to ensure the standardisation of assessment practice and outcomes
- Follow agreed procedures when there are significant concerns about the quality of assessment
- Follow agreed procedures for the recording, storing, reporting and confidentiality of information

| I do this and I can prove it | I need help |
|------------------------------|-------------|
|                              |             |
|                              |             |
|                              |             |
|                              |             |
|                              |             |

## Continuing professional development

- Identify current performance requirements relevant to own practice
- Identify trends and developments relevant to own skills, knowledge and practice
- Identify trends and developments relevant to own skills, knowledge and practice
- Identify and critically reflect on how own beliefs and attitudes influence own practice
- Seek feedback, collect information and continually reflect on own performance
- Assess the extent to which own practice is inclusive and promotes equality and diversity
- Prioritise areas for development and plan how learning and development will be achieved

| I do this and I can prove it | I need help |
|------------------------------|-------------|
|                              |             |
|                              |             |
|                              |             |
|                              |             |
|                              |             |
|                              |             |
|                              |             |

# The IQA's job description

- Access development needed to carry out own work more effectively and continually use a range of resources to keep own knowledge, skills and practice up to date
- Keep records of own actions, development plans and progress, and use them to support and inform ongoing reflective practice
- Apply new knowledge and skills to consolidate learning, improve own practice, and review the effectiveness of newly acquired knowledge and skills
- Share knowledge, skills and improvements to practice with colleagues where it is likely to be of benefit
- Maintain agreements about confidentiality.

| I do this and I can prove it | I need help |
|------------------------------|-------------|
|                              |             |
|                              |             |
|                              |             |
|                              |             |
|                              |             |