

Internal Quality Assurer Induction Checklist



Please photocopy as necessary

Please complete form in block letters

Internal Quality Assurer name _____

Date of commencement at centre _____

		Signed by IQA	Date
1	Provided: CV and qualification certificates to prove required occupational competence at the appropriate level		
2	Provided: original certificate which was checked and photocopied. Original returned and EQA-validated photocopy kept in centre records		
3	Received: the centre organisation chart		
4	Received: the centre equality of access policy		
5	Received: Centre Internal Quality Assurance policy, procedures and recording documentation		
6	Received: City & Guilds Guidance		
7	Received or know where to access: relevant qualification updates		
8	Received: information about allocated assessors and their learners		
9	Received: a copy of the internal quality assurance assessor and learner induction programmes and packs		
10	Received: information on the processing of records for registration and certification of learners		
11	Received: list of compulsory standardisation meetings/ activities		

Signed by new IQA _____

Date _____

Signed Development Officer _____

Date _____