

ARC Training Services

Becoming an IQA

Procedure for becoming an Internal Quality Assurer

In line with quality assurance requirements, the centre requires IQAs to have an appropriate level of occupational competence and hold (or be working towards) the appropriate IQA qualifications as approved and specified by the regulatory authorities within the required timescales of starting their role.

Internal Quality Assurers must:

- Carry out quality assurance activities within the policies and procedures of the centre and to the national occupational standards
- Attend support network meetings and standardisation events
- Submit a CV to the centre prior to commencing internal quality assurance
- Undertake CPD activities

In addition Internal Quality Assurance candidates must:

- Attend the IQA course
- Register with the centre and awarding organisation as an IQA
- Generate evidence towards the IQA qualification within the first 6 months of registration
- Submit portfolio for internal quality assurance when required
- Complete the IQA award within 18 months in accordance with regulatory requirements
- Failure to complete may result in discontinuity of the role of Internal Quality Assurer

Progress will be monitored and support given.