

VQManager Lead IQA collaboration

Allowing IQAs to collaborate and work together

This document outlines where there is a Trainee IQA who needs supervision, or where there is a Lead IQA who oversees the work of other IQAs in the centre.

Linking IQAs together.

In the IQA User Profile, there is a new section to link IQAs together for this purpose.

IQA collaboration with IQAs

IQA	Select
Bryson, Billy (1624)	<input checked="" type="checkbox"/>
Devine, Summer (966)	<input checked="" type="checkbox"/>
Flanders, Ed (1603)	<input checked="" type="checkbox"/>
Krabbappel, Edna (749)	<input checked="" type="checkbox"/>
Linekar, Gary (1252)	<input checked="" type="checkbox"/>
Svqmoneass, Zack (1609)	<input checked="" type="checkbox"/>
TestIV, TestIV (1584)	<input checked="" type="checkbox"/>
vqmiv, vqmiv (14)	<input checked="" type="checkbox"/>
Waldrom, Thomas (1545)	<input checked="" type="checkbox"/>
Walker, Skye (967)	<input checked="" type="checkbox"/>

New IQA Collaboration tab

When logged in, we have added an 'IQA collaboration' tab, and included under that a Sampling Plan and Activity Log tab, with 'view only' content so the IQA can see what their linked IQAs are doing.

The reason for this new tab is so that IQAs don't get confused between their own work, and that of others so their own tabs remain where they are, in IQA tools and Home respectively.

Sampling Plan

This is similar to the view the EQA has, and is view only. The IQAs in the drop-down are the IQAs who are linked in the User Profile (see above).

IQA Activity Log

This is again the same as the EQA view. The user can select an IQA from the ones who are linked in the User Profile in the drop-down. There are options to view existing logs, and also add a new log.

Welcome kari trainee (IQA 1689) Change user/Logout Help and training

Home Verify IQA tools **IQA collaboration** Reports

IQA activity log IQA sampling plan

IQA Krabbappel, Edna (749)

Previous logs

Date logged	Activity date	Category	Summary title	Logged by	Activity detail	Attachments
22/01/2018	22/01/2018	Meeting	Meeting - Edna and Summer	Devine, Summer		Edit
22/01/2018	22/01/2018	Reading	Reading around NAS	Krabbappel, Edna		Edit

Add new log

Category Course

Summary title

New logs will appear in the Activity Log for the 'target' IQA, so they can see what is written and add their own comments. Notifications will be triggered as we see in the tab for other users.

Evidence

Within the Log evidence page there is now a new comments box for IQAs to write comments for each other, not visible to the assessor or learner.

IQA comments to assessor

IQA comments to other IQAs (not visible to assessors)

Mark as verified
Save and return to Assessor for action
Save and continue later
Cancel

As the system works now, if an IQA verifies evidence and saves to continue later, it appears on all IQA homepages linked to that assessor.

Qualified IQAs can sample the evidence and write comments to the trainee IQA after it's been marked as verified, by clicking on 'View/Re-verify' in the Evidence list. Evidence can be re-verified, so the trainee IQA can go back and correct mistakes at this point.

IQA Feedback Reports

There are no functional changes here, just different advice to users on how to use the system.

In the case of a trainee IQA, the trainee can write a report and click 'save' (rather than 'save and submit to assessor'). The qualified IQA is then able to click on 'view all reports for this assessor' to view it. Only the person who created the report can edit it.

The Rationale tab is already a shared resource for IQAs who have mutual assessors so that can be located as normal in the IQA Tools tab.