

Unit 403 Plan, Allocate and Monitor Work in Own Area of Responsibility

Title:	Plan, allocate and monitor work in own area of responsibility	
Level:	4	
Credit value:	5	
Learning outcomes <i>The candidate internal quality assessor (IQA) will:</i>	<p>In the 6317 series this unit is for candidates who plan allocate and monitor work done by other IQAs. The area of responsibility would be that of managing or co-ordinating the quality assurance in the organisation through managing the work of a team of IQAs.</p> <p>Assessment criteria <i>The candidate internal quality assessor (IQA) can:</i></p> <p>Best Practice Guide <i>To meet best practice standard the following should apply:</i></p>	
1 Be able to produce a work plan for own area of responsibility.	1.1 Explain the context in which work is to be undertaken.	Lead IQA explains the context of the strategic IQA plan they will produce for the IQA team members who carry out internal quality assurance in the centre.
	1.2 Identify the skills base and the resources available	Lead IQA carries out training needs analyses or other skills checks with the IQA team members. Lead IQA agrees with IQA team members an allocation of time and materials e.g. IQA sample plans, records, learner work etc.
	1.3 Examine priorities and success criteria needed for the team.	Lead IQA identifies and communicates the priorities for the IQA team. Lead IQA identifies what will be considered successful outcomes from the planned internal quality assurance the team will carry out.
	1.4 Produce a work plan for own area of responsibility	Lead IQA produces a strategic IQA plan for the internal quality assurance that the IQA team will implement in the centre.

2 Be able to allocate and agree responsibilities with team members.	2.1 Identify team members' responsibilities for identified work activities.	Lead IQA outlines which IQA is responsible for which part of the strategic IQA plan.
	2.2 Agree responsibilities and SMART (Specific, Measurable, Achievable, Realistic and Time-bound) objectives with team members.	Lead IQA agrees specific individual work plans with each IQA team member. The Lead IQA plan agrees SMART objectives with each IQA in the team.
3 Be able to monitor the progress and quality of work in own area of responsibility and provide feedback.	3.1 Identify ways to monitor progress and quality of work.	Lead IQA identifies points in the strategic IQA plan where they will monitor the work being carried out by the IQA team members. Lead IQA identifies methods for monitoring the work being carried out by the IQA team members.
	3.2 Monitor and evaluate progress against agreed standards and provide feedback to team members	Lead IQA monitors the work being carried out by the IQA team members against the strategic IQA plan and the IQA standards. Lead IQA gives the IQA team members feedback on their internal quality assurance activities.
4 Be able to review and amend plans of work for own area of responsibility and communicate changes.	4.1 Review and amend work plan where changes are needed.	Lead IQA reviews strategic IQA plan in light of progress or issues identified during monitoring IQA team members. Lead IQA amends strategic IQA plan produced for AC1.4.
	4.2 Communicate changes to team members.	Lead IQA informs IQA team of changes to strategic IQA plan produced for AC1.4.