



# The Intelligent Portfolio

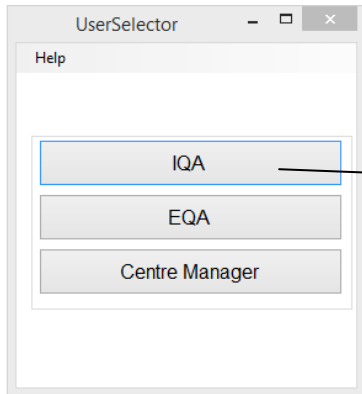
## Internal Quality Assurance Quick Start Guide

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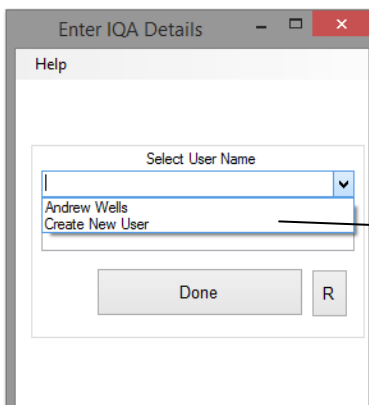
## IQA Login

Select IQA, login or, if this is the first time you have logged select 'Create New User' and enter your details.



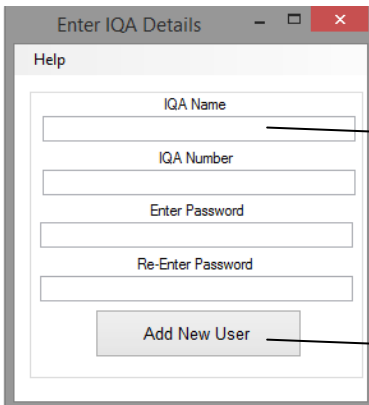
The 'UserSelector' window contains a 'Help' link at the top. Below it are three buttons: 'IQA', 'EQA', and 'Centre Manager'. The 'IQA' button is highlighted with a blue border and a pointer from the 'Select IQA' callout box.

Select IQA



The 'Enter IQA Details' window has a 'Help' link. Below it is a dropdown menu labeled 'Select User Name'. The dropdown is open, showing 'Andrew Wells' and 'Create New User'. A pointer from the 'Select 'Create New User'' callout box points to the 'Create New User' option. Below the dropdown are 'Done' and 'R' buttons.

Select 'Create New User'



The 'Enter IQA Details' window contains four input fields: 'IQA Name', 'IQA Number', 'Enter Password', and 'Re-Enter Password'. Below these fields is an 'Add New User' button. A pointer from the 'Enter Details' callout box points to the 'IQA Name' field, and another pointer from the 'Select 'Add New User'' callout box points to the 'Add New User' button.

Enter Details

Select 'Add New User'

When you logon you are greeted by the IQA Front Page.

# IQA Front Page

## Quality Assurance Records

Quality Assurance Records

Learner Name	Enrole Date	Reg. Date	Reg No.	Antic End Date	Act End Date	% Completed	Days Remaining	Last Reviewed	Sample Type	Sample Date	Units to Sample
Demo Learner	No Review	Not Registered	Not Registered	29/04/2015	N/A	1	154				
John	No Review	Not Registered	Not Registered	14/05/2015	N/A	0	1				
June July	15/11/2014	Not Registered	Not Registered	15/05/2015	N/A	1	70	10			
Mr Demonstration Learner	06/11/2014	06/11/2014	1234	06/05/2015	N/A	100	16	11			
Test Bicky	28/10/2014	Not Registered	Not Registered	28/04/2015	N/A	1	153	27			

- Show IQA Monitoring
- Show Assessor Monitoring
- Sample Plan
- Print Learner Log
- Performance Reports
- Assessor Profile

These buttons take you to the Folder containing the IQA / Assessor Monitoring Reports.

This button takes you to the Sample Plan

This button allows you to print the Learner Log

# Create an IQA Report

- Show IQA Monitoring
- Show Assessor Monitoring
- Sample Plan
- Print Learner Log
- Performance Reports
- Assessor Profile

This button allows you to Create an IQA Report

Create IQA Report

IQA (Monitored)	How Demonstrated
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	
Check that assessments are planned, prepared for and carried out according to agreed procedures	
Check that assessment methods are safe, fair, valid and reliable	
Check that assessment decisions are made using specified criteria	
Compare assessor decisions to ensure they are consistent	
Provide assessors with feedback, advice and support to help them maintain and improve their assessment practice	
Work with others 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	
Activity observed	
Feedback	

Create an IQA Report referenced to the National Standards.

Confirm Cancel


## Assessor Profile

Show IQA Monitoring
Show Assessor Monitoring
Sample Plan
Print Learner Log
Performance Reports
Assessor Profile

This button takes you to the Folder containing the Assessor Profile

Assessor Profile

**Andrew Wells**



Change Photo

**Documents**

- A1 Cert.pdf
- Safeguarding Young Adults Awareness Cert
- Safeguarding Young Adults Level 2 Certificate
- V1 Cert.pdf

Add Document Remove Document

## Sample a Portfolio

1 Select an Assessor from the dropdown menu.

2 Select a Learner from the dropdown menu to view the Learner's portfolio

The screenshot shows the 'Intelligent Portfolio IGA' software interface. At the top, there is a title bar with 'Overview' and a window control icon. Below the title bar is the logo for 'ip INTELLIGENT PORTFOLIO IGA'. Underneath the logo are two dropdown menus: 'Assessor' (set to 'Andrew Wells') and 'Learner' (set to 'Mr Demonstration Learner'). To the right of these menus is a navigation bar with buttons for 'Certification', 'Messages', 'Settings', 'Quality Assurance Records', and 'Exit Program'. Below the navigation bar is a table titled 'Andrew Wells Learner Overview'. The table has columns for 'Learner Name', 'Enrol Date', 'Reg. Date', 'Reg. No.', 'Act. End Date', 'Act. End Date', '% Completed', 'Days Remaining', 'Last Reviewed', 'Sample Type', 'Sample Date', and 'Units to Sample'. The table contains five rows of data. A 'Print' button is located at the bottom left of the table area.

Learner Name	Enrol Date	Reg. Date	Reg. No.	Act. End Date	Act. End Date	% Completed	Days Remaining	Last Reviewed	Sample Type	Sample Date	Units to Sample
Demo Learner	No Review	Not Registered	Not Registered	29/04/2015	N/A	1	154				
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Mr Demonstration Learner	06/11/2014	06/11/2014	1234	06/05/2015	N/A	100	15	11			
Test Bicky	28/10/2014	Not Registered	Not Registered	28/04/2015	N/A	1	154	27			

3 The Assessor's Learners are listed together with their registration status and progress (which is colour coded to allow instant identification of causes for concern).

# The Learner Portfolio

Learner Details

Portfolio Documents  
(‘click’ to view)

The screenshot displays the Intelligent Portfolio IQA interface. At the top left is the logo 'ip INTELLIGENT PORTFOLIO IQA'. A navigation bar contains buttons for 'Sample Evidence', 'Create Report', 'Stamp as Not Sampled', 'Messages', 'Print Folio', 'Portfolio Log', 'Settings', 'Help', and 'Exit Learner'. The main area is divided into several sections: 'Learner Details' on the left with fields for name, address, and contact info; 'Assessor' information (Andrew Wells) and a 'Select a Learner' dropdown; a central profile picture; 'Unit Completion' progress bars for units 101, 218, 608, 233, 700, and 232, all at 100%; a 'Sampling Plan' table; two text input boxes for assessor actions and comments; and two document lists on the right: 'Learner Documents' and 'Documents Viewed'. A 'Stamp Documents as Sampled' button is at the bottom right.

Sample Type	Units to Sample	AC's to Sample	Sample No

Unit	Progress
101	100%
218	100%
608	100%
233	100%
700	100%
232	100%

Select 'Sample Evidence'

Learner Progress



## Selecting Evidence to Sample.

Assessment Criteria with evidence referenced against it is identified by a flag.

Click on the flag to see the Evidence Number.

Click on the Evidence Number to sample the Evidence.

Criteria  
for  
selected  
Unit.

101 Conforming to General Health, Safety and Welfare in the Workplace.

Assessment Criteria 1 Comply with all workplace health, safety and welfare legislation requirements.

1.1 Comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area.

1.2 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements.

1.3 Comply with:

- statutory requirements
- safety notices and warning notices displayed within the workplace and/or on equipment.

1.4 State why and when health and safety control equipment, identified by the principles of protection, should be used relating to types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to:

- collective protective measures
- personal protective equipment (PPE)
- respiratory protective equipment (RPE)
- local exhaust ventilation (LEV).

1.5 State how the health and safety control equipment relevant to the work should be used in accordance with the given instructions.

1.6 State which types of:

- health, safety and welfare legislation
- notices and warning signs are relevant to the occupational area and associated equipment.

1.7 State why:

- health, safety and welfare legislation

101 232 608 233 700 Finished

'Click' the Unit No. to switch Units

## Sampling Evidence

**Unit & Learning Outcomes**

**Supporting Evidence**

Evidence used to show competence in  
101 Conforming to General Health, Safety and Welfare in the Workplace.

Play Audio/Video

Exit


Enter Any Actions For Assessor here

Enter Any Comments For Assessor here

1.2 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements.

Evidence No 2 Video with Audio

101	00:03
2.1	02:10
1.2	02:10



**Assessor's Evidence.**

**Timeline (if using Audio or Video Evidence).  
Click on time to skip to required section of Evidence.**

**Enter any Action Points in this panel**

Evidence used to show competence in  
101 Conforming to General Health, Safety and Welfare in the Workplace.

Play Audio/Video

Exit


Enter Any Actions For Assessor here

Enter Any Comments For Assessor here

1.2 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements.

Evidence No 2 Video with Audio

101	00:03
2.1	02:10
1.2	02:10



**Enter any Comments for the Assessor in this panel**

# Creating a Sample Report



Sample Evidence   **Create Report**   Stamp as Not Sampled   Messages   Print Folio   Portfolio Log   Settings   Help   Exit Learner

Assessor Andrew Wells

Today's Date 25/11/2014

Assessment Decision: **Create Report**

Assessor: Andrew Wells

Select a Learner: Mr Demonstration Learner

Learner: Mr Demonstration Learner

Address: 10 Somewhere Road, Notown, State

PostCode: MobileNo. Reg No: 1234 Reg Date: 06/11/2014

Status: Awaiting Verification

% Completed: 100

Unit Completion:

101	100%
218	100%
608	100%
233	100%
700	100%
232	100%

Assessment Decision: Candidate Details, Declaration, Methods, Review No 1, Review No 2, Review No 3, Units 101, Units 218, Units 232, Units 233, Units 608, Units 700, Verification, Evidence No 1 Video with Audio\_Sampled, Evidence No 2 Video with Audio\_Sampled

Documents Viewed

Stamp Viewed Files as Sampled

1 Stamp the Viewed Documents

2 Select 'Create Report'.

# Select Assessment Methods

HedgehogSolutions

Tick as applicable

Was competence demonstrated by

- Real Work
- Simulation
- APL
- Questioning
- Observation
- Knowledge
- Work Product

Has the Assessor

- supplied sufficient Learner job/personal details?
- completed the Learners Assessment Records on an ongoing basis?
- confirmed Validity, Authenticity and Sufficiency

Confirm

Select as appropriate

# The Sample Report

**INTERNAL QUALITY ASSURANCE SAMPLING REPORT** 10003

Learner Name Mr Demonstration Learner  
 Assessor Name Andrew Wells  
 Qualification City & Guilds Level 2 NVQ Diploma in Trowel Occupations (Construction) (QCF) 657002

Progress in the Level/Unit or Type of Evidence Sampled  
 Was competence demonstrated by:

Real Work	<input checked="" type="checkbox"/>	APL	<input type="checkbox"/>
Simulation	<input type="checkbox"/>	Questioning	<input checked="" type="checkbox"/>

Was the Candidate observed directly by an assessor?	<input checked="" type="checkbox"/>
Was knowledge and understanding assessed?	<input type="checkbox"/>
Is work product evidence available?	<input type="checkbox"/>
Has the candidate supplied sufficient job/personal details?	<input checked="" type="checkbox"/>
Are the Candidates Assessment Records being completed on an ongoing basis?	<input checked="" type="checkbox"/>
Has the assessor confirmed authenticity, accuracy, consistency and validity?	<input checked="" type="checkbox"/>
Intrim/summative sample report?	Summative
Unit/s Sampled	101

I confirm that all criteria on which to base a judgement of candidate's competency has been met and all evidence requirements are satisfied for the units sampled.

I.Q.A. Action Points

I.Q.A. Feedback

Good range of Evidence

Assessor Comments

I confirm that all action points, as above have now been completed and the evidence requirements satisfied.


Assessor E-Signature \_\_\_\_\_

Sample Number

Action Points

IQA Feedback

Assessor Comments

 Would you like to Sign the Verification report?

You can then sign the Verification Report to confirm the Portfolio is ready to claim.

Type Email Address of Assessor below and click Add

Message to be sent

Dear Andrew Wells  
 Sampling Update 25/11/2014 09:51:08  
 IQA: Andrew Wells  
 Action: Mr Demonstration Learner Portfolio Sampled and E-Signed as Completed

Thank you for using Hedgehog Solutions

You can then send an email to inform the Assessor that the portfolio has been sampled.