

## Attachment of an IQA to a Learner's Course

### Data Import

IQAs can be added to the data import to auto create sample plans, if a plan has already been created, any learners the IQA is attached to on the import will be added to the existing plan and the IQA name will be visible against the learner's courses in the course tab.

Please refer to the Data Import Guide for further guidance.

### Manual Attachment

Attaching an IQA to a learners' course will auto create the sample plan, if the sample plan has already been created the learner will be auto added into the existing plan.

IQAs, Master Admins, Basic Admins, Curriculum Managers, Custom Managers and Assessors can attach the IQA to the learner's course.

Step 1. Click Learner Tab on Grey Navigation Menu.

Step 2. Search for the learner by entering their first or last names. Once done click filter.

The screenshot shows the Smart Assessor user interface. At the top, there is a navigation menu with tabs: Home, Activity library, Admin, Course Planner, Dashboard, Employer, Forms, QA Sample Plan, Learner (highlighted with a green box), Profile, Reports, Sessions, and Support. Below the navigation menu, there is a breadcrumb trail: Home / Learner. A welcome message reads: "Welcome, Emma Louise Haywood (MA)". Below this, there is a search bar with the text "Richard Burleigh" entered. To the right of the search bar is a "Filter" button. Below the search bar, there are several filter options: "Assessor" (dropdown), "Course Filter" (text input), "Course" (dropdown), "Status" (checkboxes for Awaiting Induction, Certificated, Completed, Early Leaver, Exempt, In Training, IQA Approved, Training Suspended, Transferred), "Employer" (dropdown), and "Grouping" (dropdown). At the bottom, there is a list of search results showing "Richard Burleigh" with a profile icon.

Step 3. Click the learners first or last name in order to access their profile page.



Activity library Admin Course Planner Dashboard Employer Forms QA Sample Plan **Learner** Profile Reports Sessions

Home / Learner

Welcome, Emma Louise Haywood (MA)

Richard Burleigh

Profile **Course** Action Tests and Exams Contact Diary ALS

Reset Password Create Employer Add New Manager Save

Step 4. Click the course tab listed on the profile sub menu.

Richard Burleigh [Learner dashboard](#)

Profile **Course** Action Tests and Exams Contact Diary ALS

Course	Grouping	Framework Code	Course Start/End	Course Extension date	Actual End Date	Assessor/Second Assessor	IQAs	Status	Awarding Body	Grades	Registration Date/Number	Gateways	Edit
Advanced Dairy Technologist 149			27/11/2018 27/12/2019		DD/MM/YYYY	Julie Elmer Emma Louise Haywood	Emma Louise Haywood emma iqa4 Julie Elmer	Awaiting Induction <a href="#">Reason For Change</a>	not assigned	Entry: Current: Predicted:		TODD	

Step 5. Click the pencil icon to edit the course information.

## Richard Burleigh

Profile **Course** Action Tests and Exams Contact Diary ALS


Course	Grouping	Framework Code	Course Start/End	Course Extension date	Actual End Date	Assessor/Second Assessor	IQAs
Advanced Dairy Technologist 149 Do not include in auto batch <input type="checkbox"/>	Group Allocation Group allocation is located in Admin area - Learner Groups Management	<input type="text"/> <input type="checkbox"/> Exclude from Overall Progress <input type="checkbox"/> Exclude from Off the Job Timelog	27/11/2018 27/12/2019 <input type="checkbox"/> Set All Dates	<input type="text"/> <input type="checkbox"/>	DD/MM/YYYY	Julie Elmer Emma Louise Haywood <input type="checkbox"/> Add Additional Assessors <input type="checkbox"/> Set All Assessors	Emma Louise Haywood emma iqa4 Julie Elmer <input type="button" value="+ Add Additional IQAs"/>

Step 6. Select the relevant IQA's to allocate them against this learner. Should further IQA's be required to be allocated press the button titled 'Add additional IQAs'



Richard Burleigh ← Learner dashboard

Profile **Course** Action Tests and Exams Contact Diary ALS

Course Start/End	Course Extension date	Actual End Date	Assessor/Second Assessor	IQAs	Status	Awarding Body	Grades	Registration Date/Number	Gateways	Edit
27/11/2018 27/12/2019 <input type="checkbox"/> Set All Dates	<input type="text"/> <input type="text"/>	DD/MM/YYYY	Julie Elmer Emma Louise Haywood <input type="checkbox"/> Add Additional Assessors <input type="checkbox"/> Set All Assessors	Emma Louise Haywood emma iqa4 Julie Elmer <input type="checkbox"/> Add Additional IQAs	Awaiting Induction <input type="checkbox"/> Change all Status <input type="checkbox"/> Reason For Change	not assigned	Entry: Current: Predicted:	<input type="text"/> <input type="text"/>	Gateway Management	

Step 7. Once IQA's have been allocated select the save icon.

Please note that you can also assign multiple IQA to a Learner in the Plan Management Area of a Sampling Plan