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Contact Details To Receive Our Communications

You will have received an email from us in regards to us wanting to ensure our communications **reach the personnel** it is of relevance to. This information may be for example, this newsletter outlining qualification end dates, news about upcoming qualifications or operational changes.

Please could **centre coordinators** provide us with the **necessary centre personnel email address**, e.g. assessors/trainers, so we can ensure our information reaches everyone who require it info@industryqualifications.org.uk specifying if these are **additional contacts** outside of centre co-ordinators.

Nonetheless, if you do not want us to provide additional centre personnel emails directly, then please encourage those to **subscribe** to our newsletter here: <http://www.industryqualifications.org.uk/subscribe-to-our-newsletter>

Qualification Feedback From You

We gather feedback from our centres in order to make sure the qualifications we provide are meeting **centre and learner requirements**.

Traditionally these forms would be sent out to you, however, to make **this process easier and quicker we have translated these into online forms**, which will take less than 5 minutes to complete.

You may have already received an email from us or if you receive an email in the future with a link to one of these forms, we would very much appreciate if you were able to complete them.

Christmas Arrangements

Please be aware we will be closing **midday on the 23rd December** 2016 and opening at **9:00am on the 3rd January**.

Any centres who wish to **book assessments and exams** during this period must **book them before 5:00pm on 20th December** to ensure they are released on time.

Business and Administration

Study Guides

Since our last newsletter, further study guides ([Learning & Development and Leadership & Management](#)) have been made **available**. Study guides are within the relevant qualification information. Full qualification list is [here](#)

2017 Qualification Release

In January 2017 a **Level 3 Business and Administration Qualification** is due for release. This will be ideal for those aiming to gain the knowledge, skills and understanding to work within business administration, or current business administrators looking to further their knowledge or progress into administrative management. 4 Main areas are to be covered: Business & Administration, Communication, Managing personal development and managing teams and marketing. If you would like to offer this qualification please contact a.davies@industryqualifications.org.uk or for more info info@industryqualifications.org.uk

Learners on IQ/IAM courses are **eligible** to register for **student membership for free** with the **Institute of Administrative Management**. Students can do this [here](#) by choosing **IQ-IAM student**

Timetable for IQ/IAM Qualifications

The IAM timetable for **2017/2018** has been made **available** on the website alongside the 2016/2017. These timetables outline deadline for booking assignments, deadline for receipt of assignments, results issue date and the exam timetable. You can view these timetables [here](#)

Exceptional Achievements for IAM Students

Two students from our September's academic series have performed remarkably well and we would like to offer our huge **congratulations**. **Safia Bi** performed fantastically, **achieving high end distinctions** in the IQ IAM Level 4 Diploma in Business and Administrative Management (QCF), submitting two group assignments consisting of units in personal effectiveness in a business environment, managing people and performance in a business environment and managing business facilities, business admin systems. **Kathryn Best** submitted two assignments, learning and development & business ethics and corporate social responsibility, both of which were **awarded a high end merit**.

The Chief examiner and principle examiner expressed their assignments were a pleasure to read and commented that their work was **"the best of the best** and outstanding achievements that they should be very proud of". Due to their amazing achievements they have both been awarded **the most outstanding achievements of the series certificate**.

We would also like to offer our congratulations to the **college assessors** for their guidance throughout the series which helps to aid such successes.

*You may also be interested in **latest news** from the institute of administrative management, you can access their newsletter [here](#) Information can also be found on the [benefits](#) of becoming a professional member of the IAM and [how](#).*

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Health & Safety

Expiring Qualifications

Expiring: 31/12/2016 & **Certification** end date 30/6/17

- IQ Level 2 Award in Occupational Health and Safety (QCF) 601/5475/5

Expiring Qualification and Replacement

Expiring: 31/12/2016 & **Certification** end date 31/12/17

- IQ Level 3 Award in Emergency Paediatric First Aid (QCF): 601/4248/0

However, this is being replaced with the **IQ Level 3 Award in Paediatric First Aid (RQF)**

Expiring: 31/12/2016 & **Certification** end date 31/12/17

- IQ Level 3 Award in Paediatric First Aid (QCF): 601/4248/0

However, this is being replaced with the **IQ Level 3 Award in Paediatric First Aid (RQF)**

Key Dates:

Last date for registration on the QCF: 31/12/16
Certification end date for the QCF: 31/12/17
There have been some changes to the assessment principles. Centres **currently approved** to deliver the previous qualification will be **automatically approved** for the new qualification upon **confirmation of interest**. Direct claim status, if applicable, will not be transferred.

The new, replacement qualification is planned to be available to centres on **01/01/17**.

IQ will email all approved centres, before the New Year, with full details to ensure an easy and smooth transition to the new qualification.

Qualification Updates

Centres should be aware that the following will soon be **updated to new guidelines**.

- IQ Level 2 Award in Emergency First Aid at Work (QCF) 600/8123/5
- IQ Level 3 Award in First Aid at Work (QCF): 600/8124/7

These will be updated when the final version of the relevant guidelines are published. More information will follow.

Health and Social Care

Expiring Qualifications

Expiring: 31/12/2016 & **Certification** end date 30/6/17

- IQ Level 3 Award in Clinical Skills: Catheterisation (QCF) 601/5138/9
- IQ Level 3 Award in Clinical Skills: Venepuncture (QCF) 601/5140/7
- IQ Level 3 Award in Clinical Skills: Tracheostomy Care (QCF) 601/5129/0
- IQ Level 2 Certificate in Understanding Nutrition and Health (QCF)

Upcoming Qualifications

A **knowledge only** Autism qualification is being developed in partnership with the leading charity [Living Autism](#).

This will also be applicable for recognition of prior learning against a **larger 90 credit diploma in health and social care** which is also in development for 2017.

Functional Skills

Feedback Reports

Feedback reports for Functional Skills assessments are available to help both you and your learners.

Two types of report are available:

A Numerical feedback report: This report indicates the number of marks that were lost during a candidate's exam against the functional standards.

A PE feedback report: this is a more detailed report written by our principle examiners (PE). The contents of this report is more specific, whereby the PE examines the candidate's script/s and state areas of weakness, where the candidate has lost marks and ways they could improve.

More information can be found [here](#)

Reminder of Principle Examiners Annual Report

We want to advise centres that an **Interim half yearly report** for **ICT Functional Skills** will be made available on the website [here](#). These will be extremely useful as it **provides guidance to help and prepare learners** for external assessments, as the report is based on the external assessments submitted and marked by IQ and written by the **Principle Examiner** for this subject.

General Skills

Expired Qualifications

The **Certification** end date for the following qualifications is: 30/04/2017

- IQ Level 2 Certificate in Principles of Selling (SQI) (QCF) 601/4835/1
- IQ Level 3 Certificate in Principles of Selling (SQI) (QCF) 601/4827/5
- IQ Level 2 NVQ Certificate in Sales (SQI) (QCF) 601/4828/7
- IQ Level 3 Certificate in Sales (SQI) (CQF) 601/4830/5
- IQ Level 2 Certificate in Sales (SQI) (QCF) 601/4829/9
- IQ Level 3 Diploma in Sales (SQI) (QCF) 601/4832/9
- IQ Level 5 Diploma in Sales (SQI) (QCF) 601/4833/0

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