

Job Description

Job Title:	Hourly Paid Internal Quality Assurer
Responsible To:	Work-Based Learning Manager Engineering
Line Management of other staff:	No
Location:	Colchester
Salary:	£14.88 per hour
Date of last review:	October 2024

Purpose Statement:

To coordinate the successful completion of an allocation of Apprenticeship candidates, including the quality assurance of accredited knowledge and competency qualifications respective to those Apprentices.

To lead the IQA process and support colleagues in the quality assurance processes.

Main Duties & Responsibilities:

1	To plan, moderate, sample, claim, an allocation of Apprentices work/portfolio.
2	To chair and conduct regular standardisation meetings, supporting other IQA colleagues with advice and guidance.
3	Lead on awarding body visits from awarding organisations.
4	Meet agreed timescales for moderation and claims.
5	To keep and maintain accurate records and documentation, including registering Apprentices and managing their status, with awarding bodies.
6	To competently and professionally liaise with employers and external verifiers in the completion of the above.
7	To liaise with the colleges work-based learning and widening participation centres ensuring compliance with college wide systems and procedures.
8	To develop and update personal professional expertise in the relevant areas.
9	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
10	To undertake any other associated duties determined by the college.

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute

Person Specification

Job Title: Hourly Paid Internal Quality Assurer

Qualifications	Essential	Desirable	How is this assessed?
Level 3 NVQ qualification (or equivalent) in Engineering and Manufacturing.	✓		A
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent	✓		A
Assessor Award A1/D32/33.	✓		A / I
Internal verification award V1/D34.	✓		A / I
Evidence of CPD.	✓		A
Technician level education in an Engineering and Manufacturing based trade.		✓	A
Experience	Essential	Desirable	How is this assessed?
Supervisory experience and / or experience in dealing directly with customers, clients or students.		✓	A / I
Experience of working with young people.		✓	A / I
Up to date knowledge of the elements and processes of apprenticeship standards.		✓	A / I
Experience of training and assessing.	✓		A / I
Experience of I.L.T learning environments.		✓	A / I
Knowledge and Skills	Essential	Desirable	How is this assessed?
Good IT skills, including Excel and the use of Outlook.	✓		A / I
Empathy with young people.	✓		I
Experience of working with Quality systems.	✓		A / I
Good team working skills particularly the ability to work closely and effectively with other staff.	✓		I
The ability to plan ahead to meet targets in a timely manner and to keep accurate records.	✓		I

Proactive approach to work and the willingness to take on new and challenging tasks.	✓		I
Able to work without supervision.	✓		I
Excellent interpersonal, oral and written communication skills.	✓		A / I
Experience of e-portfolio systems.		✓	A / I
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		A / I
Personal Attributes	Essential	Desirable	How is this assessed?
A strong commitment to Equity Diversity, and inclusion.	✓		I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		I
Ability to work flexibly to meet changing needs and work demands.	✓		I
Continuously improving and commitment to own personal and professional development.	✓		I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test