

## Person Specification

### Qualifications

ESSENTIAL	DESIRABLE
<p>Hold the requisite expertise in the qualifications they are employed to quality assure.</p> <p>Have experience of undertaking assessment and quality assurance processes</p> <p>Hold or be working towards Level 4 Award in the External Quality Assurance of Assessment Processes and Practices (QCF) or hold ENTO NVQ Unit V2 (D35)</p>	<p>Hold the Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice (QCF) or hold ENTO NVQ Unit V1 (D34)</p> <p>Hold the Level 3 Certificate in Assessing Vocational Achievement (QCF) or hold one of the legacy qualifications of ENTO NVQ Unit A1 (D32/33)</p> <p>Hold a recognised teaching qualification at Level 4 or above.</p>

### Knowledge and Experience

ESSENTIAL	DESIRABLE
<p>Have evidence of up to date knowledge and understanding of the learning outcomes and assessment criteria of the qualifications for which they will be responsible.</p> <p>Have understanding and awareness of current issues within their area of occupational competence and in relation to the qualifications for which they will be responsible.</p> <p>Up to date sector occupational competence and expertise in assessment principles and practices in the sector.</p>	<p>Have experience of external quality assurance in the qualifications offered.</p> <p>A working knowledge of the regulatory requirements for awarding organisations and RQF qualifications.</p>

### Skills and Abilities

ESSENTIAL	DESIRABLE
<p>Excellent interpersonal, verbal and written communication skills, particularly the ability to engage with centre staff on quality assurance issues and to produce good written reports.</p> <p>A flexible approach to prioritising workloads.</p> <p>Excellent organisational and administrative skills.</p> <p>Be able to work towards external quality assurance qualification if not already held.</p>	<p>Able to contribute to qualification and assessment developments within their area of expertise and competence.</p> <p>An understanding of the requirements of the Data Protection Act.</p>

## External Quality Assurance

The key responsibilities are

- To be responsible as an External Quality Assurer for:
  - Evaluating new centres following the procedures and processes laid down by Future and recommending to the Head of Quality whether or not to approve them.
  - Conducting post-approval visits to approved centres to advise them on the requirements of FutureQuals.
  - Monitoring the on-going compliance of specified centres with the regulatory requirements, as laid down in FutureQuals procedures and processes. In particular, to ensure and verify the consistency of assessment decisions for specified qualifications across their allocated centres.
  - Ensure assessment practice confirms Validity, Authenticity, Reliability, Currency and Sufficiency
  - Ensure Internal Quality Assurance practice and procedures meet FutureQuals and regulatory requirements and that practice confirms Validity, Authenticity, Reliability, Currency and Sufficiency
  - Ensure that Centre Staff and Resources are appropriate to the qualification being delivered
  - Meet with staff and learners to discuss aspects of the qualification, including induction, assessment process, resources, qualification structure and the student support/ mentoring process
  - Provide positive feedback, identify areas of good practice and encourage Centres to develop their practice
  - Presenting to the Head of Quality findings of centre monitoring via written evidence based reports in a timely manner and in the format specified by FutureQuals, including any recommendation for sanctions. This is an essential part of the assurance the Responsible Officer needs that only learners who have fulfilled all FutureQuals assessment requirements are processed for certification.
- To contribute to, as required, the review and design of qualifications including the determination of the qualification and assessment structure, in accordance with FutureQuals procedures.
- To maintain CPD activities and suitable qualifications and/or occupational competence to enable the credible fulfilment of an external quality assurance role on behalf of Future. CPD records to be updated at least on an annual basis

- Attend and successfully complete FutureQuals standardisation activities at least annually. This is a requirement, without completing standardisation EQA's will not be eligible for allocations
  
- If required by Future, to act as a Lead EQA in a particular sector or more widely with responsibility for:
  - Managing the work of a group of EQAs including quality assuring their work through accompanied visits and reviews of reports.
  - Training new EQAs including assessing their competence against national standards.
  - Supporting and advising EQAs on both sector specific matters and general quality assurance principles.