



**RECRUITMENT PACK**  
**End-Point Assessment**  
**Compliance Manager**



**FutureQuals**



01530 836668



JoinUs@futurequals.com



futurequals.com





# FutureQuals<sup>®</sup>

## About Us

Future (Awards and Qualifications) Ltd T/A FutureQuals<sup>®</sup> is a forward-thinking, Learner-centric and customer-focused awarding and end-point assessment organisation committed to excellence.

As an awarding organisation, we create, quality assure and certificate qualifications. We operate predominantly within the pre-hospital care sector, but also work within aviation, care, and education and training.

Recognised to offer regulated qualifications in England, Wales, Northern Ireland, and accredited qualifications in Scotland, FutureQuals provide approved Centres with specialist, progressive qualifications.

FutureQuals is recognised to deliver high-quality apprenticeship end-point assessment for employers and training providers in England.

## Our Mission

To provide Learners, Centres and Organisations with respected, valued, inclusive and quality assured qualifications and assessments.

## Our Vision

We envisage a place in which every Learner achieves their full potential.

## Our Values

Visionary | Supportive | Innovative | Professional

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## Role Purpose

To be accountable for the EPA IQA strategy, ensuring that all processes are consistent with the requirements of IfATE, Ofqual and the assessment plan.

## Location

Hybrid with travel to

EMP House

Telford Way

Coalville

LE67 3HE

what3words location:  
sculpture.sizes.miles

## Working Hours

37.5 hours per week

Monday-Friday

0900-1700

## Salary

Competitive



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# JOB DESCRIPTION

## Key Responsibilities

- Formulate and execute FutureQuals' Internal Quality Assurance (IQA) strategy for end-point assessment.
- Lead the recruitment and on-boarding of new IQAs.
- Manage actual or perceived conflicts of interest.
- Strategically plan, coordinate, and facilitate IQA and assessor standardisation activities, collaborating with technical experts.
- Assess and document Assessor competences, ensuring they meet the minimum requirements outlined in specific Apprenticeship Standards within the Assessment Plans.
- Supervise and continuously enhance quality assurance processes.
- Collaborate with the Qualifications team to develop and implement new EPA Toolkits, ensuring standardisation and compliance. This includes adapting assessment strategies and associated documentation when necessary to reflect the ways of working with each employer provider.
- Develop, review, and continually monitor EPA and internal quality assurance policies, procedures, and systems to ensure compliance with EPA regulatory requirements.
- Offer comprehensive support to providers by providing thematic feedback on their apprentices' EPA performances, including conducting online training sessions as needed.
- Effectively handle incidents, issues, appeals, and complaints in alignment with established policies and procedures, while proactively proposing solutions to mitigate risk and prevent recurrence.
- Provide support for the preparation, contribution, and participation in physical audits by external agencies when required.

# Person Specification

## Qualifications, Knowledge and Experience



### Values

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**Visionary**

**Supportive**

**Innovative**

**Professional**

#### ESSENTIAL

- Hold a recognised Assessor qualification (e.g. D32/33/A1/CAVA)
- Hold a recognised IQA qualification (e.g. D34/V1/IQA)
- Proven experience as an IQA
- Proven experience of effective relationship management
- Proven experience of developing assessors and IQA's
- Knowledge of regulatory requirements relating to end-point assessment
- Experience of working in a regulated awarding body/organisation
- Knowledge and experience of assessment methodologies

#### DESIRABLE

- Have experience of delivering clinical education programmes
- Have experience of internally quality assuring within the health sector
- Experience of work as an Ambulance Technician
- Experience of working as a Paramedic
- General management qualification
- Hold a teaching qualification (level 3,4 or above in Education and Training; PGCE or equivalent)
- Hold a qualification within the FutureQuals core subject areas
- Proven experience of conducting end-point assessment

#### Characteristics

- **Honesty/ integrity** - Does not cut corners ethically. Earns trust and maintains confidences. Does what is right, not just what is politically expedient. Speaks plainly and truthfully
- **Organisation and planning** - Plans, organises, schedules, and budgets in an efficient, productive manner. Focuses on key priorities
- **Attention to detail** - Does not let important details slip through the cracks or derail a project
- **Proactivity** - Acts without being told what to do. Brings new ideas to the company
- **Communication** - Speaks and writes clearly and articulately without being overly verbose or talkative. Maintains this standard in all forms of written communication, including e-mail





## Benefits

Other benefits of working at FutureQuals include:

- Free on-site parking
- 35 days annual leave (including bank holidays) FTE
- Free employee assistance programme
- Free access to exclusive discount portal
- Training and development opportunities
- Modern air-conditioned offices
- Free electric car charging
- Dog-friendly office
- Plus more

**FutureQuals is a great place to work.**

**Here's what some of our brilliant staff had to say in our last Staff Survey:**

*"Continuously looking for new ways to improve the company and further its growth"*

*"Engages with employees, listens to their ideas and regularly provide feedback"*

*"Staff motivated to grow and progress professionally"*

*"Excellent working environment"*

*"Great atmosphere in the office"*

*"Friendly team and understanding management"*



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# Equality and Diversity



We believe diversity drives innovation and we are striving to build an inclusive culture at all levels of the organisation, where colleagues can learn, develop and thrive. We welcome applications from all sections of the community, regardless of age, race, colour, sex, marital status, religion, ethnic origin, nationality, disability or sexual orientation. Any appointment will be made on merit alone.



# How to Apply



To apply please email your CV and a covering letter to [JoinUs@FutureQuals.com](mailto:JoinUs@FutureQuals.com)



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