



RECRUITMENT PACK

Qualification Development Associate



FutureQuals



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JoinUs@futurequals.com



futurequals.com

A photograph of three diverse professionals in a meeting. A man with short dark hair, wearing a brown jacket, is leaning over a laptop on the left, pointing at the screen. A woman with curly brown hair and glasses, wearing a light blue jacket, is in the center, smiling and looking towards the man. A man with short reddish hair, wearing a grey jacket, is on the right, looking at the laptop. They are sitting around a wooden table with a laptop, a coffee cup, and some papers. In the background, there is a corkboard with several sticky notes and a potted plant.

Job Description

Qualification Development Associate





FutureQuals[®]

About Us

Future (Awards and Qualifications) Ltd T/A FutureQuals[®] 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

Qualification Development Associates (QDAs) are responsible for the development and review of new and revised qualifications. QDAs are qualification development experts who come from a range of backgrounds including the awarding sector, colleges and training providers.

Location

Remote

Salary

Competitive



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JOB DESCRIPTION

General Responsibilities

- Apply policies, guidance and advice in relation to qualifications policy, assessment, design rules, quality standards and process requirements.
- Provide feedback on the FutureQuals qualification development process and make suggestions for improvements.
- Submit all work in the necessary format with supporting documentation to timescales and standards set out by FutureQuals.

Specific Responsibilities

- Produce the draft specification and rationale document/assessment strategy.
- Submit materials to the Qualification Development Manager.
- Work with a range of staff and associates in developing FutureQuals qualifications.
- Contribute to focus groups and other consultation events as required.
- Attend appropriate training events as required.
- Inform Qualification Development Manager of progress to agreed milestones.
- Contribute to the development of rules of combination/qualification structure.
- Undertake component/component/unit writing in line with FutureQuals procedures, paying due regard to the relevant Ofqual Conditions of Recognition.
- Revise component/units following feedback from reviewers.
- Provide indicative content and suggested resources for component/units.
- Contribute to discussions on assessment methodology for new FutureQuals component/units.
- Review draft component/units to:
 - ensure the appropriateness of level, credit value and purpose, clarity of language, manageability and freedom from bias and that they meet the regulatory requirements.
 - check that they conform to FutureQuals Equality & Diversity Policy.
 - make recommendations as to their fitness for purpose.
- Provide guidance to FutureQuals staff as required on any qualification development related issues.

PERSON SPECIFICATION

Qualifications, Knowledge and Experience

Knowledge and understanding of:

- The main features of the qualifications system.
- Qualification development processes.
- Assessment techniques and their application.

Experience (Essential):

- Previous experience of qualification development.

Experience (Desirable):

- Teaching Experience.
- Examining/assessing experience.

Qualifications/Training (Essential):

- English GCSE grade C (or equivalent) or above

Skills and Abilities Essential

- Well-developed written and verbal communication skills, with the ability to explain complex subject material to a variety of audiences.

- Self-driven, with the ability to independently plan, organise and prioritise own workload to meet tight deadlines.

- An excellent eye-for detail and ability to apply this to tasks such as proof-reading.

- Good computer literacy, with confidence using Microsoft Office (particularly: Word, Excel)

- Excellent interpersonal and team-working skills, with the ability to build and foster good working relationships with others.

Other Requirements:

- Appreciation of equalities issues within the education sector.

Individuals taking this role must:

- Have access to a computer or laptop
- Have a suitable secure internet connection
- Have a personal, private email account
- Have a postal address in the United Kingdom



Values

Visionary

Supportive

Innovative

Professional



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.

