



RECRUITMENT PACK

EXTERNAL QUALITY ASSURER



FutureQuals[®]



01530 836662



info@futurequals.com



futurequals.com



One of the UK's **most progressive** awarding and end-point assessment organisations





Role Purpose

Acting as an ambassador of FutureQuals, you will be responsible for carrying out External Quality Assurance activities on centres assessment and internal quality assurance decisions and practice, supporting centres and providing reports to FutureQuals to enable decisions to be made about “safe” certification.

Location

Remote, with some centre visits as and when required.

Salary

Competitive rate per EQA sample.



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JOB DESCRIPTION

Key Responsibilities

- Sampling assessment and internal quality assurance of centre, including learners qualifications to ensure they meet the requirements of the qualification standards and criteria.
- Ensuring all assessment and internal quality assurance decisions are safe.
- Providing technical and qualification standard specific advice and guidance to centres.
- Reporting the outcomes of EQA activity, including feedback, advice and guidance to centres, setting actions and making recommendations to support their development.
- Taking part in standardisation activities, associated with the role of an EQA to ensure a consistent approach to EQA practice.
- Maintaining and providing evidence of up to date and ongoing, relevant Continuous Professional Development (CPD).
- Responding to EQA sampling requests by FutureQuals and carrying out sampling activity within the timescales required.
- Reporting all risks and issues encountered during the External Quality Assurance, including suspected and actual malpractice/ maladministration.
- Maintaining a thorough knowledge of FutureQuals Qualifications, policies and procedures, including CASS (Centre Assessment Standards Scrutiny).

PERSON SPECIFICATION



Values

Visionary

Supportive

Innovative

Professional

Essential Qualifications, Knowledge and Experience

- Hold a valid Assessors Award (D32/D33, A1 or L3 CAVA) and valid Internal Quality Assurance qualification (D34, V1, L4AIQAAPP, L4CLIQAAPP).
- Hold or be willing to work towards a valid External Quality Assurance qualification (D35, V2, L4AEQAAPP or L4CLEQAAPP).
- Be occupationally competent - must be capable of carrying out the full requirements within the qualifications they are sampling as described in the relevant qualification specification.
- Hold valid and current qualifications, licenses (e.g. ADI) and professional registration (e.g. HCPC Paramedic) as detailed in the qualification specification(s).
- Have experience of working in the appropriate work setting within the last 2 years.
- Clear, current DBS check.

Essential Skills and Abilities

- Excellent interpersonal, verbal and written communication skills.
- Proven experience and record of excellence in assessment and IQA practice.
- Experience of producing reports and giving developmental feedback.
- Excellent organisation, administrative and planning skills.
- Proficient IT skills, with experience of using key business software.
- Availability to attend, or manage, key activities throughout the year.



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, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. Any appointment will be made on merit alone.



How to Apply



In the first instance should you wish to discuss the role further please email QualityAssurance@FutureQuals.com.

Applications should be emailed to HR@FutureQuals.com by sending in a CV and covering letter.

Closing date: Open
Interviews: To be Confirmed



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