

Role Title	Internal Quality Assurer
Job Family	Adult Learning Service
Competency Level	All colleagues
Scale	MGLEC 1-4
Purpose To undertake internal verification within the framework of vocational qualification standards.	
Generic Accountabilities	End Results/ Outcomes
To liaise with assessors to arrange the internal verification of portfolios	Assessors informed of process and dates for internal verification
Develop and maintain robust candidate tracking systems and sampling strategy in line with awarding body and Adult Learning Service internal quality assurance requirements	Candidates assessed according to sampling strategy Records /information are well organised and accessible.
Conduct the internal verification of portfolios and complete records	Portfolios are internally verified to robust standards and accurate records kept and made available.
To liaise with External Verifiers and Programme Managers/ Subject Coordinators as necessary	Communication managed and maintained regarding verification process and assessment decisions
To ensure that all records, documentation and portfolios are available in preparation for external verification visits at a standard that meets awarding body requirements	Records /information are well organised and accessible.
Carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to line manager.	Work is carried out in a way that is safe and without risks to health.
Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.	All policies and procedures are complied with.
Job Specific Accountabilities:	

Provide written feedback to assessors in relation to their assessment decisions	Tutors/Assessors are provided with comprehensive and constructive written feedback in relation to their assessment decisions
Conduct appeals procedures when necessary	Appeals procedures are followed according to Awarding Body and Adult Learning Service criteria.
To attend and facilitate meetings with assessors, verifiers and other appropriate staff	Meetings are attended with assessors and other verifiers to ensure robust verification process
<p>Nature of Contacts</p> <p>Regular contact with Subject Coordinator/Programme Manager/Deputy Head Regular contact with tutors either by email or face-to-face Occasional contact with learners Must be able to deal with visitors confidently, sensitively and diplomatically.</p>	
<p>Procedural Context</p> <p>Act within guidelines and standard procedures with discretion to allocate or otherwise organise work to meet service delivery requirements. Works within laid down procedures but needs to deal with day-today problems without always referring to others.</p> <p>Decisions will be made based on Council procedures.</p> <p>Reports to: Deputy Head</p>	
<p>Key Facts and Figures</p>	
<p>Resourcing</p> <p>Budget Responsibilities: Nil Supervisory Responsibilities: Nil</p>	
<p>Knowledge, Skills and Experience</p> <ul style="list-style-type: none"> • Recent experience of managing the verification process on accredited vocational programmes • Current occupational experience and competence as laid down by the relevant Awarding Body • Experience of supporting assessors/tutors • Teaching experience in an adult education or training environment 	

- Experience of working effectively in a team
- Able to develop assessment paperwork to meet internal and external quality standards
- Able to manage the assessment and verification processes to meet Awarding Body standards
- Able to facilitate and attend required meetings

- Good organisational skills and the ability to prioritise workloads and achieve deadlines.
- Good verbal and written communication skills.

Indicative Qualifications

A recognised subject specific qualification equivalent to NVQ Level 3 or higher
TDLB Assessor and Verifier Awards (D32/D33/D34/V1/A1) or subsequent equivalents

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.

Print Name:

Signature:

Date: