City&
Guilds

Person specification

Associate type: **Moderator for Technical qualifications 16-19 Qualifications**

Summary of Role

- Moderate centre marking - conduct and document moderation, quality assurance and advisory activities with centres, in line with quality assurance guidelines for Technicals

- Provide advice and guidance to centres: on moderation and marking of the internally assessed and externally moderated / validated assessments

- Produce reports and feedback on: quality of marking / assessment, collection of evidence, issues identified through the moderation process, best practice

- Participate in training and standardisation activities to ensure continued improvement and consistent performance as a moderator. Keep up to date with any relevant changes to City & Guilds products, services and systems

Essential	**Desirable**
Industry specific qualifications up to level 3	Desirable - qualified to level 4 in the associated sector
Teaching experience in a provider with track record of success	Experience as a tutor / marker on the associated qualification
Up to date, occupational industry experience	Data analysis skills
Experience moderating or marking the qualification concerned (or similar)	EQA/IQA/Assessor D,A/V or TAQA units
Proficient IT skills with experience of using key business software e.g. outlook, Word and Excel	Involvement in the assessment production of the associated Technical qualification
Excellent communication skills with ability to communicate with a wide variety of stakeholders both verbally and in writing	
Experience of producing published reports and training / guidance material	
Availability to attend or manage key activities throughout the year – especially October, November, December. January, March, April, May, June	
Availability to carry out centre visits during term time. Visits may be needed during the autumn, spring and summer terms. This could be up to 7-10 days	
Up to date experience in teaching /training, assessing / marking at the level of work to be moderated	