

Task profile

Associate type: T Level Employer validation panel member – Standard Setting

Monitored & managed by: Assessment Team and Industry Manager team

Contracted Days: As per Associate Annual Contract Supply of Services or Services Agreement Contract

To be an Employer validation panel member the person must work for an organisation who has or is likely to employ Students who have successfully obtained a T Level qualification.

Task purpose

- Sign off on **Grade** Standard Exemplification Materials (GSEMS) for specified Occupational Specialism to validate the standard we are setting.

Key Contracted Responsibilities

1. Training and CPD

Attend and participate in all training as requested by City & Guilds

Measures:

- Attend and participate in all training
- Actions and advice are carried out in line with the latest updates or guidance provided by City & Guilds

2. Standard Setting

Prepare for and Attend Employer **Grade** Standard Exemplification Materials (GSEMS) meeting

Check that **Grade** Standard Exemplification Materials (GSEMS) are showing the quality of work that industry would expect to see at the pass and distinction boundaries from an entry level employee, who is of threshold competence.

Check and validate that the **Grade** Standard Exemplification Materials (GSEMS) are comparable with the Guide Standard Exemplification Material

Measures:

- Meetings are prepared for and attended as requested
- Processes and feedback on the GSEMS in line with City & Guilds training and guidance and provided within agreed timescales
- Feedback is accurate, professional, concise, and completed within the agreed timescale
- Security of assessment materials and candidate evidence is maintained at all times in line with City & Guilds guidance and policies.

Person specification

To be an Employer validation panel member the person must work for an organisation who has or is likely to employ Students who have successfully obtained a T Level qualification.

| Essential |
|---|
| Have Industry specific qualifications relating to the sector area that are equivalent or exceed the T level And/or Have up to date and relevant knowledge, understanding, skills and awareness of current industry standards |
| Have appropriate experience to know the quality of work the industry would expect to see from an entry level employee who is of threshold competence for the relevant occupational specialism Have appropriate experience to know what you would expect to see from a new entrant to the industry that can start contributing from day one with supervision, i.e. they may not be able to handle non routine tasks but are able to contribute in some aspects to industry standards and are well placed to develop full occupational competence with further support and development once in employment. |
| Proficient IT skills with experience of using key business software e.g. outlook, Word and Excel |
| Excellent communication skills with ability to communicate with a variety of stakeholders both verbally and in writing |
| Have attention to detail and ability to meet strict/tight deadlines |
| Have access to a secure PC with a firewall, up to date anti-virus software, private broadband access and a personal, private e-mail account |

Availability

Must be available to attend the training and carry out the following activities. * Indicates where further details of training are provided below

| Activity | Department | Capacity | When |
|-------------------------------|------------|---|---|
| Onboarding | Industry | 0.5 day | Dependent on recruitment |
| GSEM training | Assessment | 0.5 a day meeting annually | June |
| GSEM validation events | Assessment | 0.5 a day meeting per assessment, plus follow up work | Varying dates within last 2 weeks of July Dates will be booked in advance and not changeable once booked, attendance mandatory |

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| | | | Availability for follow queries via email or meetings, as needed in first 2 weeks of August. |
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Training provided

Training will cover the following

| Activity | Time of year (month) | Duration | Objectives |
|----------------------|----------------------|----------------|--|
| On boarding | | 0.5 day | <p>Training will include</p> <ul style="list-style-type: none"> • An Overview of T levels and the role of employers • An introduction to the concept of T levels – what they are and where they fit in with wider education offer • An overview of the assessment methods used • Why employers are so important in the T Levels • An Overview of different teams and roles and associate structure different roles • An outline of the different roles/activities' employer's validation panel members get involved in • What other training will be provided & expectations • Understand Next steps - How the employers can be contracted etc |
| GSEM training | June | 0.5 day | <p>Training will include</p> <ul style="list-style-type: none"> • An overview of the marking, moderation and Awarding processes included an outline of statistics used • An introduction to Grade descriptors and Threshold competence • An introduction to what Grade exemplification materials are and their purpose in the standard setting process • An outline of the process employer validation panel members will need to go through and forms they will need to complete |