



PERSONAL SPECIFICATION FOR THE ROLE OF EXTERNAL QUALITY ASSURER

Essential qualifications and experience

D32,33 and 34 or A1 and V1 or TAQA Assessor and Internal Quality Assurer qualifications

D35 or V2 or TAQA External Quality Assurer qualification, or prepared to work towards this (except where this qualification is not a requirement, such as for Functional Skills or Creative)

Occupationally competent and current in the portfolio areas externally quality assured, in line with qualification/assessment requirements

Experience of working in a regulated environment, in line with quality assurance requirements

Experience in training and development

Proven experience of writing clear, accurate and concise reports and action plans

Must maintain a minimum of 10 active centre allocations as an External Quality Assurer, in order to retain currency and share best practice

Essential knowledge and skills

Knowledge of regulatory arrangements for City & Guilds qualifications

Knowledge of Ofqual requirements

Accurate, concise report writing skills

Proficient IT skills including the use of Zoom, Whats app and Go to meetings/webinars

Analytical, critical, thinking skills

Excellent communication skills, both written and verbal

Organisational skills and the ability to prioritise effectively

Ability to work independently and as part of a team

Experience of preparing for and presenting to a target audience

Availability

Flexibility to travel across the country when requested

Ability to commit to a minimum of 30 days per year, depending on the portfolio area

Desirable

Driving licence