

Person specification

Associate type: **Technical Qualification Associate (TQA) for T Levels qualifications**

Summary of Role

- Review Eligible Provider approval applications, including supplementary evidence and carry out approval and support activities
- Conduct and document quality assurance, advisory and system activities with approved Providers, in line with City & Guilds and regulatory arrangements
- Provide advice, guidance and support to Providers
- Support the training and development of new and existing Provider in line with City & Guilds policies and procedures
- Delivery and/or support Provider training and standardisation activities
- Participate and advise in best practice and standardisation activities to ensure support for continued improvement and consistent performance
- Maintain a thorough knowledge of City & Guilds/ILM products, services and IT systems to enable excellent customer service
- Maintain relevant occupational and quality assurance experience of the TQ
- Maintain detailed knowledge and understanding of the TQ delivery and assessment requirements as well as the overall T Level programme

Essential	Desirable
Industry specific qualifications to level 3 or equivalent	Experience as a tutor / marker with a similar type of qualification
Teaching experience with a track record of success	Involvement in the assessment production of the associated qualifications
Up to date, occupational industry experience	EQA/IQA/Assessor D,A/V or TAQA units
Experience teaching, assessing or marking a similar type of qualification	
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 wide variety of stakeholders both verbally and in writing	
Experience of producing published reports and training / guidance material	
Able to meet tight deadlines for reporting and responding to queries	
Availability to attend or manage key activities throughout the year – especially January, February, March, April, May, June, July	