City&
Guilds

Task profile

Associate type: **Lead Moderator for Technical and Project qualifications**

Monitored by: **Principal Moderator**

Managed by: **Associate Management team**

Contracted Days: **As per supply of services**

Task purpose

- Monitor and support an allocated team of Moderators, to ensure a standardised and consistent approach to quality assurance, moderation, feedback and processes

- Contribute to the development and delivery of Moderator standardisation sessions and sampling/advisory activities. Liaise with the Principal Moderator to develop standardisation materials to support centre marking activity

- Support the Associate Quality team with the recruitment, selection and training of new Moderators

- Support the Principal Moderator with reports, feeding in to reports on trends and issues identified by moderators, centres and moderator sampling

- Support moderation activity - conduct and document qualification moderation and advisory activities with centres, in line with quality assurance guidelines for City & Guilds Technicals and Project qualifications

Key Contracted Responsibilities

1. Standardisation and consistency of the Moderators

Monitor and support an allocated team of Moderators, to ensure a standardised and consistent approach to quality assurance, moderation, feedback and processes

Measures:
- Support provided to Moderators on quality assurance / marking and moderation activities in line with City & Guilds practice and regulatory arrangements
- Moderator risk monitored and managed- moderator activity sampled according to City & Guilds guidance
- Feedback provided within a week of the activity in order to improve quality of moderation activity within the moderation window
- Moderators standardised to ensure that marking, quality assurance practices, policies and procedures are adhered to in line with City & Guilds and regulatory arrangements
- Support the standardisation activity so it does not delay moderation activity
- Contribute to the annual moderation review process

- Document Moderator risk, sampling activities, outcomes and SMART action planning as appropriate

2. Development and delivery of training and briefings

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

Measures:
- Moderator and Centre training, Moderator updates, standardisation sessions prepared and delivered as required
- Standardisation training materials support and facilitate the standardisation process for moderators and centres
- Quality assurance, advisory/support activities and materials are created and delivered as required
- Materials are accurate, well written and align to City & Guilds policies and best practice

3. Recruitment, selection and training

Support the Associate Quality team with the recruitment, selection and training of new Moderators

Measures:
- Feedback provided on person specification and skills profile for Moderators within subject area
- Feedback provided on the suitability of potential candidates for Moderators as required
- Support provided with the recruitment and training of new Moderators as required
- Coaching and mentoring support provided to new and existing Moderators, as required

4. Reporting and feedback

Support the Principal Moderator with reports for centres, quality teams and Moderators; feeding in to reports on trends, issues identified through centre standardisation and moderation process, including guidance to improve quality of activity

Measures:
- Forward data and intelligence from Moderators and moderation process
- Provide information on quality improvement activity
- Intelligence is accurate, concise and well-written
- Information is produced and distributed within agreed timescales
- Feedback regarding Centre Visit Reports are submitted to Moderators within 2 working days
- The Moderation Feedback to Centre Report are submitted to City & Guilds by end of July
- Information for centre reports is produced and distributed annually, to feed in to the publication for the website by end September

5. Quality assurance moderation, sampling and advisory activities

Where appropriate, moderate centre marking - conduct and document moderation, quality assurance and advisory activities with centres

Measures:
- Quality assurance activity (e.g. sampling, remark of synoptic assessments and verification of unitised assessments) carried out as per moderator guidance
- Synoptic moderation activity to be completed by end of June
- Unitised assessment verification to be completed as early as possible and within 2 weeks of submission
- Relevant feedback on centre marking / QA to be gathered during the moderation phase and to feed reports
- Centre risk monitored – where relevant feedback provided to the Principal Moderator / City & Guilds quality team
- Guidance and feedback provided by Principal / Lead Moderator to be applied to all quality assurance activity
- Visiting Moderation activity is carried out as early as possible within the centre's assessment window

6. CPD, training and standardisation

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

Measures:
- Attend and participate in all training and relevant moderation standardisation activities
- Complete standardisation activities within agreed timescales
- Maintain and submit, as requested, CPD records, in line with City & Guilds and regulatory requirements
- Ensure any personal action plans are achieved, within timescales and to required standards
- Keep up to date with any changes to relevant City & Guilds products, processes services and IT systems required for the role - through training, standardisation activities, webinars, Associate updates, website and email correspondence

LIMITATIONS

Lead Moderators must not be involved in moderation activity in centres where they have an established link.

Lead Moderators must not be involved in the delivery of centre training events if they have been involved in a substantial part of the development of the external test and are likely to know the content of the test.

Lead Moderators must complete and submit a Conflict of Interest declaration form to outline any potential conflicts. This must be updated whenever circumstances change.