## Person specification for the role of Qualification Quality Approver (QQA)

| Essential | Desirable |
|---|---|
| Industry specific qualifications to level 3 or equivalent | Experience teaching, assessing or marking a similar type of qualification |
| Teaching experience with a track record of success | EQA/IQA/Assessor D, A/V or TAQA units |
| Up to date, occupational industry experience | |
| Proficient IT skills with experience of using key businesssoftware e.g. Outlook, Word and Excel | |
| Excellent communication skills with ability to communicate with a wide variety of stakeholders bothverbally 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 February – June, October – December | |