

Person specification for the role of: Vocational Technical Qualification Advisor (VTQ Adviser)

Essential	Desirable
D32,33,34 or A1, V1 and V2 or TAQA (Training Assessment and Quality Assurance) Assessor, IQA (Internal Quality Assurance) and EQA (External Quality Assurance) /Willing to work towards EQA award	Qualifications in training and development
Occupationally competent in main portfolio area industry experience	Experience of developing and delivering online, training materials and events
Experience of working in line with quality assurance and regulatory requirements	Experience of developing and delivering online, standardisation training materials and events
Industry specific qualifications, if specified in the qualification handbooks	
Up to date experience of developing and delivering remote training activities and events	
Substantial experience of developing and delivering standardisation events	
Excellent, concise report writing skills	
Experience of producing accurate, concise, clear written documents/reports	
Experience of producing guidance materials to support teams	

Excellent communication skills with ability to communicate with a wide variety of stakeholders both verbally and in writing	
Proficient IT skills with experience of using key business software e.g. outlook, Word and Excel	
Experience of using various meeting platforms e.g., Teams, WhatsApp and Zoom	
Availability to attend and manage key activities throughout the year (remotely or face to face)	
Maintain a minimum of 10 active Centre allocations as an External Quality Assurer, to retain currency and share best practice.	