

Lead Technical Qualification Associate	
Role Overview	Support, standardise and quality assure a team of Technical Qualification Associates
1. Standardisation	
1.1	Develop and present content for TQA training, standardisation and updates, liaising with the relevant teams
1.2	Implement sampling plans, in line with the sampling strategy, recording sampling on sampling records
1.3	Standardise TQA practice, to ensure that assessment practices, policies and procedures are adhered to in line with City & Guilds and regulatory arrangements
1.5	Complete sampling reports within 10 working days of the activity taking place
1.6	Confirm occupational competencies and CPD of TQAs
2. TQA activity	
2.1	Act as a TQA when requested
3. Associate support	
3.1	Monitor and support TQAs in line with their task profiles
3.2	Maintain contact with TQAs to provide updates and support
4. Advice to City & Guilds	
4.1	Support the City & Guilds team with the recruitment, selection and training of new TQAs
4.2	Provide support to the City & Guilds teams on qualification queries, as required
4.3	Contribute to the annual TQA review process
5. Communication	
5.1	Respond to phone calls and emails within 2 working days
5.2	Inform City & Guilds immediately if unable to complete allocated work

All duties must be carried out in accordance with City & Guilds procedures and instructions.