

**Person specification for the role of Moderator**

| <b>Essential</b>   | <b>Desirable</b>   |
|--|--|
| Experience of moderating or marking the qualification concerned (or similar)   | Experience as a tutor/marker with a similar type of qualification        |
| Involvement in the production assessment materials of the associated T Level qualification   | EQA/IQA/Assessor D, A/V or TAQA units                                    |
| Up to date occupational industry knowledge   | Involvement in the assessment production of the associated qualification |
| Industry specific qualifications up to Level 3   | Industry specific qualifications up to Level 4                           |
| Proficient IT skills with experience of using key business software e.g. outlook, Word and Excel                                       |  |
| Access to a secure PC with a firewall, up to date anti-virus software, private broadband access and a personal, private e-mail account |  |
| 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   |  |
| Availability to attend and manage key activities throughout the year – especially  |  |

**Associate Management FY25**



|   |  |
|---|--|
| November, December, January, March, April,<br>May, June, July |  |
| Up to date experience in teaching or training                 |  |

**Associate Management FY25**