

Person specification for the role of Technical Qualification Associate (TQA)

Essential	Desirable
Industry specific qualifications to level 3 or equivalent	Experience as a tutor / marker with a similar type of qualification
Teaching experience with a track record of success	Involvement in the assessment production of the associated qualifications
Up to date, occupational industry experience	EQA/IQA/Assessor D, A/V or TAQA units
Experience teaching, assessing or marking a similar type of qualification	
Proficient IT skills with experience of using key business software e.g. Outlook, Word and Excel	
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	
Able to meet tight deadlines for reporting and responding to queries	
Availability to attend or manage key activities throughout the year – especially January, February, March, April, May, June, July	