

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

| <b>Essential</b>                                                                                                                                               | <b>Desirable</b>                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| 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) | Driving License                                                                               |
| Occupationally competent in main portfolio area industry experience                                                                                            | Qualifications in training and development                                                    |
| Experience of working in line with quality assurance and regulatory requirements                                                                               | Experience of developing and delivering online, training materials and events                 |
| Industry specific qualifications, if specified in the qualification handbooks                                                                                  | Experience of developing and delivering online, standardisation training materials and events |
| 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                                                                                     |                                                                                               |

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| 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)                             |  |