Lead Qualification Quality Assurer	
Role Overview	Support, standardise and quality assures a team of Qualification Quality Approvers and Qualification Quality Assurers
1. Standardisation	
1.1	Develop and present content for QQA training, including approval activity, assessment practice, and advisory activities covering standardisation and application of marking grids. Plus, liaising with relevant teams to provide further updates as needed. Where appropriate also develop and present content for QQA training for Centre Assessed Components (CAC) standardisation,
1.2	Implement QQA sampling plans, in line with the sampling strategy, recording sampling on sampling records
1.3	Standardise QQA practice, to ensure that assessment practices, policies and procedures are adhered to in line with City & Guilds and regulatory arrangements
1.4	Sample QQA activity and provide feedback within agreed timelines
2. QQA activity	
2.1	Where appropriate, carry out approvals/ advisories/centre standardisation/ CAC verification for centres/ Providers
2.2	Report any suspected malpractice issues to City & Guilds immediately, in line with the malpractice policy
3. Associate support	
3.1	Provide support, feedback and mentoring to all QQAs on approvals/ advisories and CAC verification
3.2	Maintain contact with Principal Moderators
3.3	Support QQAs to ensure timely verification of CACs within required timelines as appropriate.
4. Advice to City & Guilds	
4.1	Support the Associate Management team with the recruitment, selection, training and CPD monitoring of QQAs
4.2	Provide support to the City & Guilds teams on qualification queries, as required
4.3	Contribute to the annual QQA 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.