Mapping Consultant	
Role Overview	Conducts qualification mapping activities
1. Standardisation	
1.1	Attend, participate and engage in training and standardisation activities
1.2	Complete requirements in personal action plans
2. Mapping Activities	
2.1	Review the submitted centre programme against ILM qualifications/ assessment criteria or City & Guilds PRAs
2.2	Document confirmation and feedback on the mapping document to state which qualifications or PRAs align. Include any actions and/ or any /further information required
2.3	Submit the mapping document to the Service Delivery Manager for quality assurance purposes, within 2 working days of the activity
2.4	Provide quality assurance checks on mapping forms and provide feedback on mapping decisions to the Service Delivery Manager, when requested
3. Advice to City & Guilds	
3.1	Provide advice on specific queries relating to the mapping activity
3.2	Inform City & Guilds of process or systems issues
4. Communication	
4.1	Respond to phone calls and emails within 2 working days
4.2	Inform City & Guilds immediately if unable to complete allocated work

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