

TAQA Internal Quality Assurer	
Role Overview	Conducts the Quality Assurance procedures for the TAQA qualification
1. Standardisation	
1.1	Attend, participate and engage in training and standardisation activities
1.2	Support the development of the External Quality Assurer toolkit as requested
2. Assessment Activities	
2.1	Provide support and guidance to TAQA Assessors
2.2	Ensure the quality assurance strategy is fully implemented across the assessment team
2.3	Maintain the sampling plan in line with CAMERA
2.4	Carry out internal quality assurance sampling of assessment decisions and submit reports within 2 working days
2.5	Identify any development needs and notify the centre contact
2.6	Maintain accurate records for inspection purposes
2.7	Participate in External Quality Assurer visits when requested
2.8	Communicate details of candidate progress to the IQA monthly
3. Communication	
3.1	Respond to phone calls and emails within 2 working days
3.2	Inform City & Guilds immediately if unable to complete allocated work

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