

External Assessor (QW)	
Role Overview	
	Assesses learner competence against qualification standards
1. Standardisation	
1.1	Attend, participate and engage in training and standardisation activities
1.2	Maintain and submit, as requested, CPD records for approved qualifications
1.3	Complete requirements in personal action plans
2. Assessment Activities	
2.1	Arrive in good time to carry out and complete all elements of the required assessment
2.2	Record and submit concise feedback to the City & Guilds team, justifying outcomes in line with the assessment criteria
2.3	Complete and upload/submit all recording documentation within 3 working days
2.4	Apply advice and guidance provided by City & Guilds and Lead External Assessor
2.5	Report any suspected malpractice issues to City & Guilds immediately, in line with the malpractice policy
3. Advice to City & Guilds	
3.1	Provide advice on specific queries relating to the assessment standards
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.