

Lead Sampling Verifier	
Role Overview	Support, standardise and quality assure a team of Sampling Verifiers
1. Standardisation	
1.1	Develop and present content for Sampling Verifier training, standardisation and updates, liaising with the relevant teams
1.2	Implement sampling plans, in line with the sampling strategy, recording sampling on sampling records
1.3	Standardise Sampling Verifier practice, to ensure that assessment practices, policies and procedures are adhered to in line with City & Guilds and regulatory arrangements
1.4	Confirm occupational competencies and CPD of Sampling Verifiers
2. Verification activity	
2.1	Act as a Sampling Verifier when requested
3. Associate support	
3.1	Monitor and support Sampling Verifiers in line with their task profiles
3.2	Maintain contact with Sampling Verifiers to provide updates and support
4. Advice to City & Guilds	
4.1	Support the City & Guilds team with the recruitment, selection and training of new Sampling Verifiers
4.2	Provide support to the City & Guilds teams on qualification queries, as required
4.3	Contribute to the annual Sampling Verifier review process
4.4	If requested, support with appeals, complaints and investigations
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.