Principal Verifier	
Role Overview	Support, standardise and quality assure a team of Technical Verifiers

1. Standardisation

1.1	Develop and present content for Technical Verifier training, standardisation and updates, liaising with the relevant teams
1.2	Monitor verification and evaluation report forms and provide feedback and action plans as required to Technical Verifiers
1.3	Standardise Technical 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 Technical Verifiers

2. Verification Activities

2.1	Act as a Technical Verifier when requested

3. Associate support

3.1	Monitor and support Technical Verifiers in line with their task profiles
3.2	Maintain contact with Technical 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 Technical Verifiers
4.2	Provide support to the City & Guilds teams on qualification queries, as required
4.3	Contribute to the annual Technical Verifier review process
4.4	When 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
5.3	Liaise with Sampling Verifiers in relation to centres, qualifications, Assessors and Technical Verifiers

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