

Sampling Verifier (Land)	
Role Overview	Support monitoring of quality assurance in centres
1. Standardisation	
1.1	Attend, participate and engage in training and standardisation activities
1.2	Maintain and submit, as requested, CPD records
1.3	Complete requirements in personal action plans
2. Quality Assurance Activities	
2.1	Conduct and document centre sampling activities with centres
2.2	Submit all reports within two working days of the activity taking place
2.3	Report any risk identified with Assessor work and practice to City & Guilds
2.4	Record SMART actions following sampling activities and monitor the closure of them
2.7	Apply advice and guidance provided by City & Guilds and Lead Verifier
2.8	Report any suspected malpractice issues to City & Guilds immediately, in line with the malpractice policy
3. Advice to Centres	
3.1	Provide advice on qualifications to new and existing centres
3.2	Provide centre support and guidance on the development and maintenance of quality assurance systems, policies and procedures
4. Advice to City & Guilds	
4.1	Provide advice on specific queries relating to the qualifications and quality assurance activities
4.2	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.