

Technical Verifier (Land)	
Role Overview	Conduct and document quality assurance activities with Assessors
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	Undertake verification visits to allocated Assessors, ensuring that qualifications are being delivered, implemented, and interpreted to the required City & Guilds NPTC standard, and that Assessors fulfil the current criteria for being approved by City & Guilds
2.2	Record SMART actions for activities with Assessors and monitor the closure of them
2.3	Complete written reports, using current City & Guilds NPTC documentation at the end of each verification and evaluation visit before departure, providing copies to City & Guilds and the Assessor within 2 working days
2.4	Carry out Technical Evaluations of prospective or existing Assessors
2.5	Provide a mentoring service for allocated Assessors, offering advice as required
2.6	Produce a schedule of planned Technical Evaluation and Verification activities taking place and share this with the allocated Principal Verifier and Associate Manager on a quarterly basis
2.7	Apply advice and guidance provided by City & Guilds and Principal 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.