

Mapping Consultant	
<b>Role Overview</b>	Conducts qualification mapping activities
<b>1. Standardisation</b>	
1.1	Attend, participate and engage in training and standardisation activities
1.2	Complete requirements in personal action plans
<b>2. Mapping Activities</b>	
2.1	Review the submitted centre programme against ILM qualifications/ assessment criteria or City & Guilds PRAs
2.2	Document confirmation and feedback on the mapping document to state which qualifications or PRAs align. Include any actions and/ or any /further information required
2.3	Submit the mapping document to the Service Delivery Manager for quality assurance purposes, within 2 working days of the activity
2.4	Provide quality assurance checks on mapping forms and provide feedback on mapping decisions to the Service Delivery Manager, when requested
<b>3. Advice to City &amp; Guilds</b>	
3.1	Provide advice on specific queries relating to the mapping activity
3.2	Inform City & Guilds of process or systems issues
<b>4. Communication</b>	
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.