

TAQA Assessor	
<b>Role Overview</b>	
	Assesses learner competence against TAQA standards
<b>1. Standardisation</b>	
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
<b>2. Assessment Activities</b>	
2.1	Provide support and guidance to TAQA candidates
2.2	Plan the assessment process with the TAQA candidates
2.3	Carry out and record all elements of the required assessment
2.4	Maintain accurate assessment records
2.5	Update relevant documents and reports
2.7	Communicate details of candidate progress to the IQA monthly
<b>3. Communication</b>	
3.1	Respond to phone calls and emails within 2 working days
3.2	Inform City & Guilds immediately if unable to complete allocated work

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