

| TAQA Internal Quality Assurer | |
|---------------------------------|--|
| Role Overview | Conducts the Quality Assurance procedures for the TAQA qualification |
| 1. Standardisation | |
| 1.1 | Attend, participate and engage in training and standardisation activities |
| 1.2 | Support the development of the External Quality Assurer toolkit as requested |
| 2. Assessment Activities | |
| 2.1 | Provide support and guidance to TAQA Assessors |
| 2.2 | Ensure the quality assurance strategy is fully implemented across the assessment team |
| 2.3 | Maintain the sampling plan in line with CAMERA |
| 2.4 | Carry out internal quality assurance sampling of assessment decisions and submit reports within 2 working days |
| 2.5 | Identify any development needs and notify the centre contact |
| 2.6 | Maintain accurate records for inspection purposes |
| 2.7 | Participate in External Quality Assurer visits when requested |
| 2.8 | Communicate details of candidate progress to the IQA monthly |
| 3. Communication | |
| 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.