

External Quality Assurer Role

REQUIREMENTS OF THE ROLE, HOW TO APPLY AND WHAT TO EXPECT

This document sets out what we expect from an External Quality Assurer and the support that can be expected from us.

1 The External Quality Assurer Role

External Quality Assurers:

- 1.1 are subject specialists and act as our representatives, liaising with Centres to establish consistency in the processes and standards of assessment;
- 1.2 safeguard the qualification by sampling the internal assessment and moderation process and agree achievement for certification;
- 1.3 review assessment standards and practice over time and across Centres;
- 1.4 support equality and diversity by monitoring access to assessment, and guide and support Centres to provide learners with the most appropriate methods of evidence collection;
- 1.5 support continuous improvement by offering advice and guidance and examples of best practice to Centre staff, and provide us with feedback on the quality of our qualifications and procedures;
- 1.6 support our Qualification Development and Approval processes;
- 1.7 are supported by the Head of Quality Assurance and Customer Support Officers.

2 Application

- 2.1 If you are interested in applying for the role of external moderator, please look at our current vacancies on the website before completing the application form (S1) and submitting a CV.
- 2.2 All applications are considered based on our business requirements and your qualifications and experience.

3 Remote Induction and Training

- 3.1 All suitable applicants are invited to undertake an initial training programme which includes:
- a Professional Discussion with the Head of Quality ;
 - remote induction¹;
 - shadowing an experienced External Quality Assurer²;
 - conducting external quality assurance under supervision³.
- 3.2 The reports from the shadow visit and observation moderation are reviewed and approved by us before any moderation activity can be carried out independently.
- 3.3 You may at any time withdraw your application but must do so in writing to the Head of Quality Assurance.
- 3.4 We reserve the right to terminate training activities at any point in the process if we consider the requirements of the business are not being met.

4 Annual Invitation to Work

- 4.1 Successful training is followed by an Invitation to Work. This may be at any time during the academic year. Subsequent invitations are sent out on an annual basis following a review of our business requirements.
- 4.2 All External Quality Assurers are advised to take out Professional Indemnity Insurance if accepting an appointment.
- 4.3 As part of the annual invitation to work, all External Quality Assurers must attend standardisation events throughout the year.

5 Ongoing Continuous Professional Development

- 5.1 We will expect External Quality Assurers to be responsible for keeping their own subject expertise up to date and record their CPD.
- 5.2 We will offer CPD opportunities through invitations to attend standardisation and review events, refresher training through a variety of media, subject networks and taking part in peer reviews.

¹ Remote induction involves an introduction to our policies, procedures, systems and external moderation process. Activities include ICT checklist, workshop questionnaire, data protection quizzes and case studies.

² This provides you opportunity to observe the moderation process alongside an experienced moderator and to feedback on your experience.

³ You will have opportunity to carry out a supported moderation.

- 5.3 CPD records must be submitted to us upon request.