

An opportunity has arisen for a self-employed Motor Vehicle Level 1 IQA to join the Launceston College Multi Academy Trust.

This role will be undertaking quality assurance of all portfolios, IQA observations and standardisations throughout the learner's journey at Level 1. Experience of assessing and IQA within the motor vehicle industry is required. IQA award or equivalent is essential for this role.

The **Internal Quality Assurer** is required to monitor the quality assurance of assessment processes and practices in line with the centre's Quality Assurance policy and Awarding Organisation's requirements which at present is IHI.

As an **Internal Quality Assurer**, we expect you to work independently, to a high standard, and within given time scales. Ensure that all documentation used is agreed by the external quality assurer from the awarding body. Applicants must have relevant qualifications to work as **Internal Quality Assurer**.

**Key Responsibilities:**

- To internally quality assure verify all qualifications within the scope of area of responsibility.
- Monitor and evaluate the internal quality assurance and assessment processes conducted to ensure safe, impartial, valid, and consistent assessment strategies and decisions to ensure consistency in assessment, paying due attention to the regulations concerning sampling of assessments.
- Provide support and advice to trainers/assessors, monitoring the quality of the trainers/assessor's performance, arranging assessment validation sessions, ensuring the standardisation of assessment and best practice in assessment.
- Provide trainers/assessors with feedback, advice and support on performance, skills gap and learning needs, standardisation activities and continuing professional development activities.
- To ensure qualification units selected meet the full qualification requirements as set by the awarding organisations.
- Ensure the completion, filing and secure storage of evidence relating to internal quality assurance and assessment processes are robust.
- To keep and maintain accurate and up to date tracking records of own IQA activities.
- To participate in course evaluation, quality assurance and self-assessment processes.

**Skills and Experience:**

- Outstanding written and oral communication skills
- Excellent time management ability and interpersonal skills
- Passion for driving quality in the Motor Vehicle Industry
- Demonstrated knowledge of Internal Quality Assurance processes

This role is approximately 5 hours each month for each of our secondary sites Bideford and Launceston College however there is flexibility with this for the right candidate.

Depending on qualifications and experience the hourly rate is £18-£25 as well as mileage paid for travelling between sites.

To apply for this job please download and complete the application form from our main recruitment page at <http://www.launceston-college.cornwall.sch.uk/vacancies/>

If you have any questions regarding the role please contact us on [hr@launcestoncollege.org.uk](mailto:hr@launcestoncollege.org.uk)

**Safeguarding Statement:**

Launceston College Multi Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to DBS clearance and appropriate pre-employment checks.