



# **Internal Quality Assurer**

## **Job Description and Person Specification**

**January 2023**

## **Job Description**

**Post:** Internal Quality Assurer

**Responsible to:** Director of Data and ICT

**Grade Range:** £25 - £28 per hour

**Hours:** Term Time – part time or as an additional responsibility

**Role Purpose and Role Dimensions:**

- Ensure consistent and reliable assessment and internal verification decisions for all learners
- Monitor the quality of assessment and highlight problems, trends and development needs of assessors.
- Ensure sampling strategies and procedures are being adhered to.
- Implement action plans to ensure Tutors/Assessors are delivering training to a high standard, and CPD is up to date.
- Conduct standardisation sessions with the delivery team, ensuring awarding organisation and company quality objectives and targets are achieved.
- Update and maintain sampling plans in line with company and awarding organisations requirements.
- To ensure the timely achievement of learners.

## **Person Specification**

<b>Post:</b>	<b>Internal Quality Assurer</b>
<b>Subject Area:</b>	Functional Skills (Maths, English, ICT)
<b>Requirements:</b>	<p>Internal verifiers should hold, or be working towards, a recognised internal verification qualification.</p> <p>The following examples are acceptable (although we will consider other internal verification qualifications upon submission):</p> <ul style="list-style-type: none"><li>• Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice</li><li>• Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice</li><li>• Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice • D34 qualification</li><li>• V1 qualification</li></ul> <p>Internal verifiers must also have the following:</p> <ul style="list-style-type: none"><li>• A relevant qualification alongside appropriate industry experience that demonstrates the knowledge, understanding and competence of the qualification they wish to internally verify.</li></ul> <p>Requirements:</p> <ul style="list-style-type: none"><li>• Recognised Internal Quality Assurance award (D34, V1, IQA, TAQA L4).</li><li>• A relevant qualification that demonstrates the knowledge, understanding and competence of the qualification they wish to internally verify.</li><li>• Industry experience that demonstrates the knowledge, understanding and competence of the qualification they wish to internally verify.</li></ul>