

Title:	Internal Quality Assurer, Children, Young People and Families Manager L5
Fee:	Fixed fee per full EPA sample review Resit / Retake assessment sampling fees to be confirmed at point of allocation
Responsible to:	EPAO Assurance and Delivery Officer

Job Summary:

Awarding UK is the End-Point Assessment service based within Bishop Grosseteste University. This role will conduct quality assurance activities of end-point assessments for Learners enrolled on the Level 5 Children, Young People and Families Manager apprenticeship standard.

The job holders will be integral to the Awarding UK quality assurance processes for ensuring assessments are fair, reliable and consistent across the apprenticeship standard. They will be responsible for moderation of results by conducting an Internal Quality Assurance review of the assessments, (consisting of one Situational Judgement Test and one Competence Interview), completing a full report with Assessor feedback, and confirming the final assessment results.

Assessments will be allocated as and when required. Internal Quality Assurers will also be expected to undertake a full induction programme, and attend in a supporting role at least one standardisation activity per year.

Detailed Responsibilities

1. Complete all induction activities as required by Awarding UK before undertaking any moderation activities
2. Provide Awarding UK with a full CPD record, and maintain this record by updating it at least once per year
3. Provide Awarding UK with a Conflict of Interest Declaration, and update this every six months, and additionally if any details change in between routine updates
4. Maintain occupational currency by demonstrating a minimum of 5 years in the Children, Young People and Families sector
5. Undertake moderation of assessment activity and decisions, through examination of all assessment reports, ensuring a minimum 20% of each assessment is moderated, in accordance with the Assessment Plan, using assessment guidance material provided by Awarding UK
6. Confirm grading of each assessment component, and the assessment overall, following the Awarding UK grading guidance and in accordance with the Assessment Plan, and record these in ACE360
7. Complete a full report for each Independent End-Point Assessor (IEPA), providing clear and constructive feedback and a transparent audit trail of all activity, using the Awarding UK templates and guidance, and upload them to the ACE360 system within 2 working days of the moderation taking place



8. Provide clear feedback to the Assurance and Delivery Officer relating to the performance of IEPAs, supporting the implementation of any action plans and development activities towards a green RAG status
9. Provide clear feedback to the Assurance and Delivery Officer relating to the relevant apprenticeship standard, moderation activities and procedures to drive and promote continuous quality improvement
10. Fully support the Assurance and Delivery Officer in the case of any appeal raised in relation to end-point assessment
11. Support a minimum of one standardisation activity each year, making recommendations for training opportunities in terms of best assessment practice and undertake additional training and/or standardisation activities when the Assessment Plan, assessment material or EPA processes are updated
12. Undertake additional quality assurance activities as required by the Assurance and Delivery Officer following feedback from the External Quality Assurers
13. Maintain the highest level of integrity and assessment standards
14. Ensure that all information provided to Awarding UK is accurate and up to date
15. Inform Awarding UK immediately of any changes that might affect their ability or suitability to carry out end-point assessment moderation
16. Provide Awarding UK with accurate and up to date information on availability to carry out end-point assessment moderation
17. Ensure that all data is held securely within the Awarding UK and ACE360 systems
18. Comply with the Bishop Grosseteste University Safeguarding and Health and Safety Policies, legislation and practice
19. Operate within the guidelines, procedures and regulations of Awarding UK and Bishop Grosseteste University as appropriate
20. Operate within Financial Regulations, Diversity and Equality Policy, Race Equality Policy and other relevant policies

Conflicts of Interest

Awarding UK end-point assessment is subject to regulatory requirements, one of which lays out the responsibilities of the organisation in relation to identifying and managing Conflicts of Interest. It is a requirement that all members of staff with responsibilities linked to EPA sign a declaration around Conflict of Interest. They are responsible for informing their manager of any potential or actual conflicts of interest that may occur whilst employed by BGU.

Contract

Awarding UK is the end-point assessment service within Bishop Grosseteste University. Your contract will be with Bishop Grosseteste University, and as such you will be required to follow policies, procedures and codes of practice for both Bishop Grosseteste University and Awarding UK.

Person Specification: Internal Quality Assurer, Children, Young People and Families Manager L5

	Essential	Desirable
Education / Qualifications and Special Training	<p>Hold or working towards IQA Qualification such as V1, D34 or similar</p> <p>Qualified to at least level 5 in the children, young people and families sector</p> <p>Hold an assessing qualification such as A1, D32/33, TAQA or similar</p>	<p>Level 3 Award in Undertaking end-point assessment</p>
Knowledge and Skills	<p>Current and expert understanding of the children, young people and families sector and the role covered by the apprenticeship</p> <p>Significant knowledge and expertise in providing consistent and appropriate judgements of a candidate's skill and ability</p> <p>Excellent written communication skills including the ability to produce accurate, concise reports</p> <p>Excellent verbal communication skills</p> <p>Ability to maintain accuracy under pressure and work to tight deadlines</p> <p>Proficient IT skills including MS Word</p>	<p>Knowledge and understanding of apprenticeships</p> <p>Knowledge and understanding of end-point assessment</p> <p>Familiarity with the ACE360 assessment recording system</p>
Experience	<p>A minimum of 5 years current experience in the children, young people and family sector</p> <p>A minimum of 2 years experience of competence-based interviewing within the last 5 years</p>	<p>Experience within the last 3 years of working with students or trainees in a work based environment</p>
Personal Attributes	<p>Self-motivated and conscientious with an enthusiastic and highly professional approach to work</p> <p>Highly organised with excellent time management skills</p> <p>Methodical approach, with an eye for detail and accuracy</p> <p>Approachable, customer oriented approach</p> <p>Ability to contribute within a team and to work independently using own initiative</p> <p>Ability to work under pressure</p> <p>Willing to undertake training as required, in line with the scope of the role as outlined</p>	



	Essential	Desirable
	<p>Committed to contributing to the overall success of Awarding UK and BGU</p> <p>Willingness to travel as required</p>	