

Job Title:	Electrical Installations Internal Quality Assessor (IQA)
Department:	Building Services and Renewable Energy
Responsible to:	Head of Department – Building Services and Renewable Energy
Responsible for:	No subordinate staff
Purpose of Job:	To ensure the Assessment and quality procedures and expectations meet External Quality Assurance and Awarding Body Guidelines

MAIN TASKS & RESPONSIBILITIES:

1. Main Duties
2. Carry out IQA activities Work-based Competence/Apprenticeship/Study Programmes
3. Qualifications (in line with the Specification of Apprenticeship Standards for England (SASE)) and EAL/City & Guilds Diplomas
4. Support assessors within the team
5. Employer Liaison
6. Other duties
7. General Responsibilities

1. Main Duties:

- 1.1 Represent Chelmsford College and deliver excellent IQA of work-based learning/Apprenticeships/Study Programmes
- 1.2 Developing, agreeing and delivering realistic plans for development of staff
- 1.3 Work with the Head of Department to plan the IQA process with Assessors and other IQA involved, including establishing and developing employer participation.
- 1.4 Under the guidance of the Head of Department, offer feedback & support on assessment decisions to assessors and teaching staff, including delivery of underpinning knowledge and other critical areas of the Apprenticeship Standard.
- 1.5 Conducting timely IQA practices in line with national and local procedures.
- 1.6 Contributing to the internal quality assurance process and be responsible for outstanding quality standards throughout all aspects of delivery.
- 1.7 General administration duties that sit in line with this position.

2. Delivery and assessment of Work-based Competence/Apprenticeship Qualifications/Study Programmes (in line with the Specification of Apprenticeship Standards for England (SASE)) and awarding bodies

- 2.1 Interview and/or risk assessment of Assessors
- 2.2 Assessment and action planning of Work-Based Competence Qualification/Functional Skills.
- 2.3 Development and monitoring of the individual IQA plan and Assessor journey documents that the IQA process.
- 2.4 Liaise with Awarding Body Standards Verifiers to ensure learner portfolios and assessment practices satisfy awarding body criteria.
- 2.5 Monthly updates to Head of Department Building Services and Renewable Energy and Quality Manager on learner progress towards targets and within specified time frames
- 2.6 Enable learner achievement within specified guidelines in line with SFA audit requirements and Work-Based Competence/Apprenticeship (QCF) Codes of Practice.
- 2.7 Work with the Head of Department Building Services and Renewable Energy on the timely achievement of all learners – ensuring given protocol is followed with regards to internal quality assurance, external quality assurance and certification of each element of the Framework.
- 2.8 Completion of relevant approved paperwork, computerised records and monthly tracking documents as instructed by and working with the Head of Department Building Services and Renewable Energy.

3. Learner support

- 3.1 Facilitate, in liaison with employer and WBT, relevant underpinning knowledge to develop learner skills gaps as appropriate.
- 3.2 Recommendation of other training programmes learners might attend to fulfil the requirements of their learning programme.
- 3.3 Work in line with current safeguarding and equal opportunity procedures

4. Employer Liaison

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- 5.1 Provision of advice and guidance relating to other New College products and services.
- 5.2 Establish partnerships with employers and ensure initial enquiries regarding new and emerging needs are dealt with in a timely manner.
- 5.3 Maximise employer engagement opportunities to develop growth and further business for the company i.e. recruit additional learners into apprenticeship Standards.

6. Other duties

- 6.1 To keep up to date with changes to national standards and work-based competence in line with Awarding Body/Apprenticeship Standards and Institute for Apprenticeships.
- 6.2 Undertake and maintain a log of continuous professional development to ensure skills and knowledge are up to date at all times. This may include attending

training and development activities and/or completing 'work experience' to ensure current occupational competence. This will be logged within SA and on the college progress review system.

- 6.3 Contribute to the design and implementation of new systems/curriculum development and procedures.
- 6.4 Attend information evening/events and provide advice and guidance.
- 6.5 Attend relevant meetings, including at least two standardisation meetings each year, and attendance at Awarding Body Standards Verifier visits if required.

6. General Responsibilities

- 6.1 Takes responsibility for safeguarding and promoting the welfare of children
- 6.2 Contributes to the attainment of the College Group's strategic objectives, as appropriate.
- 6.3 Complies with all College Group policies, practices and procedures.
- 6.4 Takes responsibility for personal development, attends conventions, conferences and other similar activities and updating events.
- 6.5. Participates in and promotes the Staff Development and Appraisal schemes.
- 6.6 Undertakes such duties as may reasonably be required of you, commensurate with your grade and general level of responsibility at your initial or present place of work, or any other establishment for which the College Group provides services.

NB In consultation with you this job description is liable to variation by Company Managers to reflect or anticipate changes in the Company's requirements.

Person Specification

Job Title: Electrical Installation Internal Quality Assurance (IQA)

Department: Building Services and Renewable Energy

Information for candidates:

The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for; a sentence or two of explanation will help us to assess your application.

Applications from people with disabilities will be assessed based on the specification criteria to carry out the duties of the post.

Criteria	Essential √	Desirable √
Skills and Abilities		
1. Excellent organisational skills	√	
2. Excellent communication skills	√	
3. Flexibility	√	
4. Organised and efficient	√	
5. IT Competent	√	
Experience		
1. Professional experience and qualifications in related area	√	
2. Experience of teaching in FE		√
3. NVQ assessment in the workplace	√	
4. Experience of delivering apprenticeships and work-based learning	√	
Education / Qualification		
1. Minimum level 3 in your subject specialism.	√	
2. TAQA/D32/D33/A1 Units/V1 Award in Assessing competence in the Work Environment/Certificate in Assessing Vocational Achievement qualified	√	
3. Minimum Level 2 in Maths and English (or equivalent)	√	
Special Knowledge		
1. Extensive knowledge of related specialism	√	

2. Extensive knowledge of good practice in this area	√	
Other		
1. Knowledge and understanding of funding sources.	√	
2. Ability to travel to appointments/events, if and when required	√	
3. Ability to operate outside normal working hours	√	
4. IT Competent	√	
5. An understanding of the requirements of safeguarding and promoting the welfare of children.	√	