



# Information Pack

## **Access to HE Pathway Moderator**

General Information about Open Awards

How to Apply

Job Description

Person Specification



## **Open Awards**

### **Introduction**

Set up in 1981, Open Awards (formerly Open College Network North West Region) has been in business for over 35 years. We are a Company Limited by Guarantee and a registered charity.

Open Awards is based in Speke, Liverpool and currently employs 24 full-time and parttime staff and a number of external moderators who are currently contracted on an annual basis. The range of services we offer is extensive as we aim to deliver an effective and efficient service.

We welcome applications from all sectors and communities and are able to make specific arrangements and adjustments for candidates whose circumstances require this.

### **What We Do**

Open Awards is a partnership of many different organisations, including Further Education Colleges, Higher Education Institutions, Voluntary and Community Organisations, and Employers. We are an Awarding Organisation recognised and regulated by OfQual to develop and approve units and qualifications for inclusion in the register of regulated Qualifications. We are also recognised by the Quality Assurance Agency for Higher Education (QAA) as an Access Validating Agency (AVA) to develop and approve Diplomas leading to entry to Higher Education.

We work with education and training organisations to promote quality and access in education and training so that individual learners can obtain nationally recognised credit and qualifications for achievements.

Open Awards encourages the development of qualifications to meet the needs of adults under-represented in education and training. We work with schools, employers and training providers to develop alternative qualifications for learners. Each year thousands of learners use our credits to progress on to other courses and qualifications in Further and Higher Education, in the community and in the workplace.

### **Open Awards seeks to:**

- improve education and training opportunities for learners;
- ensure flexibility of learning opportunities;
- provide progression opportunities through credit accumulation and transfer arrangements; and
- provide and enhance equality of opportunity in all aspects of the learning environment.

### **The vision, mission and values of Open Awards are:**

**Vision:** To change lives through learning.

**Mission Statement:** To support educational achievement for all learners.



### **Values:**

#### **• Excellence**

To exceed standards in all we do, inspire excellence in our staff, centres and learners, and deliver a personalised customer service that surpasses expectations.

#### **• Respect**

To foster a culture of respect and inclusiveness, being receptive to each other and customers, and acting with integrity.

#### **• Innovation**

To listen, learn, discover and develop; to respond effectively to and invest in our staff, centres and learners.

#### **• Aspiration**

We strive to be visionary and influential

### **Open Awards Services**

Open Awards offers a high quality accreditation and certification service for education and training. We are committed to offering:

- Value for money, including reasonable recognition and certification charges and a not-for-profit ethos.
- Contact with knowledgeable and responsive staff, who have curriculum expertise and offer detailed professional support.
- Access to a network of education and training organisations.
- An efficient administrative and certification service, with clear service standards.
- A commitment to promoting wider access to learning, equality of opportunity and recognition of achievement.
- Access to a comprehensive range of services, support workshops and training.

In particular Open Awards offers access to:

- Full advice and support for Open Awards accreditation, units and qualifications.
- A bank of approved units of achievement and qualifications.
- Staff development activities and curriculum forums to support networking, good practice and collaboration, and a range of specific training activities.

### **How to Apply**

Please send a CV and a covering letter detailing your relevant experience and qualifications to [quality@openawards.org.uk](mailto:quality@openawards.org.uk).

This is ongoing recruitment and therefore there will be no closing date.



## Open Awards

### JOB DESCRIPTION

## Access to HE Pathway Moderators

### Role overview

Open Awards' Access to HE Diploma Moderators will work as part of a team. For each provider offering the programme a team of moderators will be appointed on an annual contractual basis and will consist of:

- One Lead Moderator
- One Pathway Moderator per pathway

Pathway Moderators are required to:

- accept responsibility for undertaking the moderation of a named pathway within the programme
- ensure that all outcomes are reported effectively to both the lead moderator and the AVA to agreed deadlines
- liaise with providers, the Open Awards and the lead moderator, and to undertake the required number of visits to the providing organisation, in order to perform the following duties:
  - confirm the award of credit to learners for the allocated pathway/ modules within the programme and identify any issues and agreed action arising from this process to the lead moderator, before the final moderation event
  - verify the delivery and management of the module/s within the pathway including the internal quality assurance arrangements
  - support continuous improvement and quality of the programme
  - report all findings to the AVA and to the lead moderator in an approved format and to an agreed time scale
  - communicate effectively throughout the year with the lead moderator about any issues relating to the particular pathway and in a timely manner
  - contribute to standardisation and forum events as required.

### Person specification

|  |           |
|--|-----------|
| Degree or other equivalent level 4 qualification.  | Essential |
| Relevant subject specialisation, or experience in a particular curriculum or vocational area.                | Essential |
| Experience of working with the target group  | Essential |
| Willingness to attend annual training events   | Essential |
| A commitment to equal opportunities and widening participation   | Essential |
| Ability to work effectively as part of a team, and to agreed deadlines                                       | Essential |
| Ability to communicate effectively, including electronic communication, and excellent report writing skills. | Essential |
| Ability to communicate sensitively at all levels within an education setting.                                | Essential |
| Understanding of Access To HE  | Essential |
| Knowledge of Open Awards systems and processes   | Desirable |



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| Experience of delivering and assessing on an Open Awards programme           | Desirable |
| Experience as an external verifier/ moderator                                | Desirable |
| Holds, or a willingness to work towards, an external moderator qualification | Desirable |

## Access to HE Pathway Moderator Application Form

*Please submit this form together with your CV and cover letter.*

Surname:

Forename(s):

### Specialism(s):

Please identify the modules you have the relevant skills, knowledge and experience to moderate Access to HE learners' work. The left hand column represents modules included within the pathways for which we are actively seeking Pathway Moderators. If you are able to moderate work in other modules in the right hand column, please indicate below.

#### Priority modules

- Biology
- Business
- Chemistry
- Electrical and Electronic Engineering
- Geography and Environmental Studies
- Health Studies
- Human Biology
- ICT Applications
- Law
- Management
- Mathematics
- Microbiology
- Physics
- Psychology
- Science for Health
- Sociology
- Sport and Exercise

#### Additional modules

- Archaeology
- Art and Design
- Commercial Aspects of Computing
- Computing
- Construction
- Criminology
- Education
- English
- English
- Film Media and Culture
- History: Ancient and Medieval
- History: Modern
- Maths for Computing
- Performing Arts
- Politics
- Social Work
- Theology and Religious Studies

## Availability

| Please Tick the boxes/fill out the values as requested (✓)     |                      |                          |     |                          |
|--|----------------------|--------------------------|-----|--------------------------|
| Do you have use of a car?                                      | Yes                  | <input type="checkbox"/> | No  | <input type="checkbox"/> |
| How far from home are you willing to travel?                   | <i>Please state:</i> |                          |     |                          |
| Are you able to attend meetings during work hours?             | Yes                  | <input type="checkbox"/> | No  | <input type="checkbox"/> |
| How many days per academic year can you commit to Open Awards? | Min                  |                          | Max |                          |

## Personal Data and Declaration

Open Awards is committed to a policy protecting the rights and privacy of individuals. The collection and processing of data by Open Awards is solely for the purpose of exercising its legitimate business functions and to meet its responsibilities, both statutory and otherwise. This includes sharing data and information with its regulators and a small number of other organisations with whom it shares a business partnership.

Full details on how Open Awards use, store and share your data is at [www.openawards.org.uk/privacynotice](http://www.openawards.org.uk/privacynotice)

(Please tick ✓)

- I understand and agree to Open Awards using this data in accordance with the Data Protection Act
- I give permission for Open Awards to process the information I have provided. This information will be used for statistical purposes and to monitor its moderator base.
- I understand that I am required to attend training events
- I understand that I may also be asked to contribute to panels

Open Awards tries to meet the highest standards when collecting and using personal information. You are encouraged to email [ccc@openawards.org.uk](mailto:ccc@openawards.org.uk) if you believe any data to be incorrect, unfair, misleading or inappropriate.

I confirm that all the information provided in this application is true and correct to the best of my knowledge. I understand that if appointed any false information may result in the termination of my appointment. My typed full name will be treated as an electronic signature.

|            |       |
|------------|-------|
| Signature: | Date: |
|------------|-------|

**Please return this completed form along with a current CV and cover letter explaining your suitability for this role to Open Awards, Estuary Business Park, 17 De Havilland Drive, Speke, Liverpool, L24 8RN. Email: [Quality@openawards.org.uk](mailto:Quality@openawards.org.uk).**