



Changing lives through learning

External Quality Assurer – Braille Qualifications

RESPONSIBLE TO: Head of Quality and Standards

STATUS: Contractor

SALARY: £250 per day/ £35 per hour

Introduction

Open Awards offers a range of specialist qualifications to help meet our company ethos to Change Lives Through Learning. We are looking for a sector expert to externally quality assure the work of approved providers delivering the following qualifications:

For the contracted period you are required to carry out external quality assurance activities relating to the following qualifications:

- Open Awards Level 1 Award in Use and Production of UEB Braille Content (RQF)
- Open Awards Level 2 Certificate in Use and Production of UEB Braille Content (RQF)
- Open Awards Level 3 Certificate in Supporting the Teaching of UEB Braille (RQF)

The primary purpose of this suite of qualifications is to enable learners to build on elementary Braille skills with a view to taking their Braille skills further. The qualifications focus on applying your Braille Skills to support others (sighted or unsighted) in their learning of Braille.

This is a Qualification which has been developed by Open Awards with Braille IT, and is supported by St Vincents School, Liverpool.

Assessment is by a portfolio of evidence which is based on coursework including videos/ photographs, evidence of practical activities, reflective journals, question and answers and recorded professional discussions.

The qualifications are available for delivery across the UK and internationally. External quality assurance is expected to take place remotely with learner evidence available via SharePoint.

Role Purpose

- To confirm that the delivery and assessment of the course is appropriate and that the assessment strategy employed is appropriate and conforms to Open Awards' specifications as set out in the Qualification Guide;
- To confirm that all recommendations for the award of credit have been subjected to a rigorous internal verification process that meets the minimum published requirements of the awarding organisation (See Open Awards Provider Handbook for guidance);
- To make recommendations for improvement and to support an ethos of continuous quality improvement;
- To report all findings to Open Awards, using the appropriate report format, and in language that is appropriate to its audience, i.e. Heads of Organisations, Quality Managers, Assessors;
- Attend/contribute to Open Awards training and standardisation events as required.

Skills and Experience Required

- Current professional registration (where appropriate)
- Relevant sector specialist knowledge
- Recent experience of working for, or with, employers in the sector
- A sound understanding of assessment
- Recent experience of internal or external quality assurance of Ofqual-regulated qualifications
- The ability to produce excellent reports to agreed deadlines
- Excellent interpersonal skills and proven organisational ability
- A commitment to equal opportunities and widening participation
- Excellent attention to detail

About You

Key requirements, knowledge, skills and experience:

- Recent experience in external quality assurance
- Subject sector specialist knowledge and qualifications
- Able to work unsupervised in a timely manner
- Adhere to our customer service standards
- Able to obtain buy-in to suggested/mandatory actions required to maintain compliance

This position is on a self-employed basis and we consider our payment structure to be in line with industry average.

Please note that appointment to the bank of external quality assurers does not necessarily guarantee that work will be available in any particular year.