

Information Pack

Lead EQA Reviewer (Apprenticeships)

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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 28 full-time and part-time 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. In addition, we have been successful in securing a contract to deliver external quality assurance of End-Point Assessment Organisations on behalf of the Institute for Apprenticeships and Technical 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

Candidates should complete the application form together with a supporting statement outlining how they meet the criteria for the post (max two sides A4).

Completed forms should be returned to:

Anita Till
Open Awards
Estuary Commerce Park,
17 De Havilland Drive
Speke
Liverpool

Email application to: anita.till@openawards.org.uk

The **closing date** for applications for the post is 10th May 2019

Open Awards

JOB DESCRIPTION

TITLE OF POST: **Lead EQA Reviewer (Apprenticeships)**

RESPONSIBLE TO: **EQA Manager (Apprenticeships)**

STATUS: **Full Time, 2 year fixed term contract**

FUNCTIONS OF THE POST:

- To oversee the external quality assurance of End Point Assessment Organisations (EPAOs) at a defined caseload
- To review EPAOs (either by visit or remotely) for the purpose of:
 - EPAO compliance monitoring and development
 - Externally quality assuring EPAOs, in accordance with IFATE and Open Awards agreed criteria, procedures and guidelines
- To support EPAOs in ensuring their activities meet Assessment Plans
- To report on the effectiveness of EPAO quality assurance processes and systems
- To develop and conduct regional/national standardisation events, as required
- To facilitate EPAO support training
- To provide specialist support to other Lead EQA Reviewers in areas of quality assurance – as agreed with the EQA Manager

MAIN DUTIES AND RESPONSIBILITIES:

1. Familiarisation of standards and Assessment Plans to support the EQA process and identify any issues.
2. Conduct readiness reviews with newly approved EPAOs to ensure they are supported and advised on IFATE quality assurance and Assessment Plan requirements.
3. Monitor compliance and review End Point Assessment (EPA) arrangements for a defined caseload of new and existing EPAOs following the IFATE framework.
4. Externally quality assure apprentice achievement on Apprenticeship Standards, within an allocated caseload.
5. Sample EPAOs' assessment, monitoring and tracking procedures to ensure that decisions are sound, robust and in line with IFATE and Trailblazer requirements.

6. Confirm/verify apprentice achievement in line with the Assessment Plan.
7. Identify and set quality improvement actions and recommendations to help EPAOs to improve internal quality assurance.
8. Provide advice and guidance to EPAOs as required.
9. Update the IFATE digital platform with all engagement and visit details within agreed service level standards.
10. Make recommendations on EPAO compliance with each Assessment Plan and make recommendations on improvements to Standards and Assessment Plans for the Trailblazer groups, via the reporting mechanism within the IFATE digital platform.
11. Organise and conduct panel/standardisation events and contribute to standardisation events as required.
12. Where appropriate act as a subject specialist, providing support to colleagues.
13. Work with the EQA Manager to keep under review all Open Awards' quality assurance (Apprenticeship) paperwork, policies, systems and processes to promote best practice.
14. Create and deliver EPAO support training.
15. Represent Open Awards at quality assurance events locally, regionally and nationally when requested.
16. Work collaboratively with other Open Awards staff.
17. Follow Open Awards procedures accurately and reliably.
18. Attend staff development and training events; and other meetings as required.
19. Represent and promote Open Awards.
20. Present a professional approach.

General Responsibilities

21. Maintain up to date records of activities in the relevant database in accordance with policies and procedures
22. Travel to and work from any site that the duties of the job may require
23. Carry out any other duties as specified, from time to time by the Management Team.

24. To support the organisation's commitment to equality and diversity and to promote non-discriminatory practices in all aspects of the work undertaken.
25. It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Open Awards policies, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, Open Awards Health and Safety policy, and the Mission, Vision and Values of Open Awards

Open Awards Mission, Vision and Values

Our Vision is:

To change lives through learning.

Our Mission Statement is:

To support educational achievement for all learners.

Our Values are:

- 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.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

Job Description issued April 2019

Person Specification

Post Title: Lead EQA Reviewer (Apprenticeships)

Criteria	Knowledge and Skills	Essential/ desirable criteria
Qualifications and Training	1. Hold a recognised Teaching qualification/QTS/QTLLS. 2. External Quality Assurance qualification. 3. Hold a Level 3 qualification or above.	Desirable Desirable Essential
Experience	4. Experience of quality assurance operations or contract management. 5. Have current/recent experience of delivering and/or assessing Apprenticeships. 6. Experience of Internal Verification (or previous experience as an External Verifier/External Quality Assurer) and/or hold D34/V1, D35/V2 or equivalent awards. 7. A clear understanding of the education landscape within employers. 8. Have current knowledge of the qualification type(s) and assessment methods. 9. Experience of delivering training.	Essential Desirable Essential Essential Essential Desirable
Skills/Abilities	10. Excellent Communication skills – written, verbal and interpersonal skills. 11. Evidence of Continuing Professional Development (CPD) and commitment to on-going CPD. 12. Be ICT literate using Microsoft Office, Email and Adobe Acrobat reader (plus experience of using MIS, LMS and CRM systems an advantage). 13. Be able to identify and solve problems. 14. Be able to work to tight/fixed timescales. 15. Be open, flexible and able to adapt to and cope with change in line with Open Awards and/or IFATE requirements. 16. Be able to provide and receive constructive criticism. 17. Ability to understand implications of decisions taken on Open Awards' behalf. 18. Ability to manage own workloads. 19. Able to work using own initiative. 20. Ability to work as part of a team.	Essential Desirable Essential Essential Essential Essential Essential Essential Essential Essential
Commitment	21. A commitment to Equality & Diversity.	Essential

	<p>22. An understanding of and a personal commitment to the Mission, Vision and Values of Open Awards.</p> <p>23. Commitment to customer service.</p> <p>24. Willing to undertake staff development activities.</p> <p>25. Be adaptable, flexible and open to change.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Other	<p>26. Willingness and ability to travel nationally to meet the needs of the role.</p> <p>27. Must be prepared to undertake occasional overnight stays to meet the needs of the role.</p> <p>28. Confident professional person.</p> <p>29. Suitable internet connection.</p> <p>30. Declare any conflicts of interest that could impact on the role.</p> <p>31. Full Driving Licence</p> <p>32. Subject to Standard Disclosure.</p> <p>33. Resilient</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p>