

Information Pack

EQA (Apprenticeships) Officer

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 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:

Heather Akehurst
Open Awards
Estuary Commerce Park,
17 De Havilland Drive
Speke
Liverpool

Email application to: heather.akehurst@openawards.org.uk

The **closing date** for applications for the post is 1st November 2019.

Open Awards

JOB DESCRIPTION

TITLE OF POST: Lead EQA Reviewer (Apprenticeships)

RESPONSIBLE TO: EQA Manager (Apprenticeships)

STATUS: Full Time, Permanent

FUNCTIONS OF THE POST:

- To oversee the external quality assurance of End Point Assessment Organisations (EPAOs) at a defined caseload through:
 - EPAO compliance monitoring and development
 - Externally quality assuring EPAOs, in accordance with the criteria, procedures and guidelines laid down by the Institute for Apprenticeships and Technical Education (IFATE) and Open Awards
- To support EPAOs in ensuring their activities meet Assessment Plans
- To report on the effectiveness of EPAOs' quality assurance processes and systems
- To develop and conduct regional/national standardisation events, as required
- To support EPAOs to improve their practices through 1-2-1 support and training events

MAIN DUTIES AND RESPONSIBILITIES:

1. Review evidence provided by EPAOs relating to the quality assurance and delivery of End Point Assessments for a defined caseload to determine whether they are compliant with Assessment Plans and comparable across EPAOs
2. Undertake desk reviews of evidence provided by EPAOs relating to the quality assurance and delivery of End Point Assessments for a defined caseload.
3. Arrange and conduct monitoring visits to EPAOs sites to observe assessment being delivered and monitor internal standardisation and moderation activities.
4. Make judgements on whether the quality assurance and delivery of End Point Assessments is fit for purpose, in line with the arrangement outlined in the EPAO documentation and meets the requirements of the Assessment Plan.
5. Follow guidance laid down by IFATE regarding the external quality assurance of EPA activities.
6. Set SMART actions and recommendations for the EPAO, IFATE, ESFA and other stakeholders to allow for continuous improvement.

7. Conduct readiness reviews with newly approved EPAOs to ensure they are supported and advised on IFATE quality assurance and Assessment Plan requirements.
8. Make recommendations to IFATE on improvements to Standards and Assessment Plans as appropriate.
9. Record findings, judgements and risk ratings on Open Awards and IFATE systems as required.
10. Organise and deliver 1-2-1 support, training, forums and standardisation for EPAOs for a defined caseload of Apprenticeship standards.
11. Where appropriate act as a subject specialist, providing support to colleagues.
12. Work with the EQA Manager to keep under review all Open Awards' quality assurance (Apprenticeship) paperwork, policies, systems and processes to promote best practice.
13. Create and deliver EPAO support training.
14. Represent Open Awards at quality assurance events locally, regionally and nationally when requested.
15. Work collaboratively with other Open Awards staff.
16. Follow Open Awards procedures accurately and reliably.
17. Attend staff development and training events and other meetings as required.
18. Represent and promote Open Awards.
19. Present a professional approach.

General Responsibilities

20. Maintain up to date records of activities in the relevant database in accordance with policies and procedures
21. Travel to and work from any site that the duties of the job may require
22. Carry out any other duties as specified, from time to time by the Management Team.
23. To support the organisation's commitment to equality and diversity and to promote non-discriminatory practices in all aspects of the work undertaken.
24. 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 September 2019

Person Specification

Post Title: Lead EQA Reviewer (Apprenticeships)

Criteria	Knowledge and Skills	Essential/ desirable criteria
Qualifications and Training	1. Recognised Assessor and/ or Internal Quality Assurer qualification (e.g. D32, D33, D34 or A1, V1 or TAQA units). 2. Recognised External Quality Assurer qualification (e.g. V2, EQAP) qualification. 3. Hold a Level 3 qualification or above.	Desirable Desirable Essential
Experience	1. Experience of undertaking quality assurance audits. 2. Recent experience of assessing Apprenticeships. 3. Experience of conducting internal quality assurance in vocational and technical education 4. Experience of conducting external quality assurance in vocational and technical education 5. Experience of observing and appraising vocational assessments. 6. An understanding of Apprenticeship Standards and End Point Assessment 7. Experience of delivering quality improvement training to organisations.	Essential Essential Desirable Essential Essential Essential Desirable
Skills/ Abilities	8. Ability to evaluate evidence against set criteria or standards 9. Excellent communication skills – written, verbal and interpersonal skills. 10. Evidence of Continuing Professional Development (CPD) and commitment to on-going CPD. 11. Be able to use Microsoft Office and web-based applications (including submitting reports online) 12. Be able to identify and solve problems. 13. Ability to manage own workload to meet deadlines. 14. Be open, flexible and able to adapt to and cope with change in line with Open Awards and/or IFATE requirements. 15. Be able to provide and receive constructive criticism. 16. Ability to understand implications of decisions taken on Open Awards' behalf. 17. Ability to work independently, using own initiative. 18. Ability to work as part of a team.	Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential
Commitment	19. A commitment to Equality & Diversity.	Essential

	<p>20. An understanding of and a personal commitment to the Mission, Vision and Values of Open Awards.</p> <p>21. Commitment to customer service.</p> <p>22. Willing to undertake staff development activities.</p> <p>23. Be adaptable, flexible and open to change.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Other	<p>24. Willingness and ability to travel nationally to meet the needs of the role.</p> <p>25. Must be prepared to undertake occasional overnight stays to meet the needs of the role.</p> <p>26. Confident professional person.</p> <p>27. Suitable internet connection.</p> <p>28. Declare any conflicts of interest that could impact on the role.</p> <p>29. Full Driving Licence</p> <p>30. Subject to Standard Disclosure.</p> <p>31. 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>