

Information Pack

Assessment Development Coordinator

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Open Awards

Introduction

Set up in 1981, Open Awards (formerly Open College Network North West Region) has been in business for over 40 years. We are a Company Limited by Guarantee and a registered charity.

Open Awards is based in Speke, Liverpool and currently employs 40 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.

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:

Nina Hinton
Open Awards
Estuary Commerce Park,
17 De Havilland Drive
Speke
Liverpool

Email application to:-
nina.hinton@openawards.org.uk

The **closing date** for applications for the post is Monday 9th March at 5pm .

JOB DESCRIPTION

TITLE OF POST:	Assessment Development Coordinator
RESPONSIBLE TO:	Functional Skills Officer
STATUS:	Part-time, fixed-term contract for 12 months 21 hours per week (number of days flexible)
SALARY:	£23,575k FTE

FUNCTION OF THE POST:

- To support the maintenance of assessment strategies for a range of qualifications
- To support the development and maintenance of assessment banks for a range of qualifications, with a particular focus on Functional Skills (Entry Level 1 – Level 2)
- To coordinate a team of contracted assessment writers, subject specialists and assessment leads

MAIN DUTIES AND RESPONSIBILITIES:

Functional Skills Product Development and Maintenance

1. Support the management of assessment paper writers, subject specialists and assessment leads:
 - Support the recruitment and contracting of writers and content reviewers, subject specialists and assessment leads
 - Day-day coordination of writers, subject specialists and assessment leads
2. Coordinate the development of new controlled assessments:
 - Liaise with Functional Skills Officer, Product Development Manager, Head of Quality and Standards and Head of Business and Development to ensure a suitable bank of assessment papers (including contingency papers) is maintained at all times to meet demand and in line with the approved assessment strategy
 - Coordinate the formatting and proof-reading of assessments in preparation for scrutiny panels / qualification paper evaluation committee (QPEC)
 - Organise and attend QPEC meetings and coordinate resulting actions
 - Coordinate the creation of assessments on Open Awards' assessment platform, including liaising with the assessment platform provider
 - Responsibility for version control and secure storage of live assessments, including communication of new or amended assessments across a range of stakeholders including internal and external
 - Support the setting of pass marks through a cycle of awarding meetings and standardisation events
3. Coordinate the review of controlled assessments:
 - Collate data relating to the performance of controlled assessments including at assessment, question, and centre level
 - Liaise with assessment leads to produce annual review reports of the performance of controlled assessments
 - Coordinate resulting actions from review exercises

4. Support the maintenance of Open Awards assessment Strategies:
 - Coordinate an annual review of assessment strategies for a range of qualifications
 - Coordinate resulting actions
 - Keep up to date with Ofqual subject-level General Conditions of Recognition and communicate changes to the wider team as required

Training and Support

5. Provide documentation and guidance on the processes for assessment development
6. Deliver training on new assessments to providers and colleagues
7. Support the coordination of webinars and workshops with the Development and Marketing team
8. Support the development of related marketing and promotional materials in liaison with the Development and Marketing team such as case studies and news articles

General Responsibilities

9. Manage own performance to ensure service standards are met
10. Support the customer service team in the administration of Ofqual and non-regulated provision in coordination with the Customer Relations Manager
11. Maintain up to date records of activities in Quartz database in accordance with policies and procedures
12. Work with other members of the Open Awards team to coordinate activity
13. Travel to and work from any site that the duties of the job may require
14. Carry out any other duties as specified, from time to time by the Management Team
15. Support the organisation's commitment to equality and diversity and to promote non-discriminatory practices in all aspects of the work undertaken
16. 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

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 reviewed – February 2020

Person Specification

Criteria	Knowledge and Skills	Essential/ Desirable Criteria
Qualifications and Training	1. Level 3 qualification or above 2. Business Administration qualification	Essential Desirable
Experience	3. Experience of writing or coordinating the development of assessments for regulated qualifications 4. Experience of delivery or administration of an Ofqual-regulated qualification 5. Experience of delivering Functional Skills qualifications 6. Experience of developing administrative policies and procedures 7. Experience of using and interrogating databases 8. Experience of developing and maintaining customer relationships 9. Experience of working in an adult educational environment	Essential Desirable Desirable Essential Essential Essential Desirable
Skills/Abilities	10. Ability to build strong relationships with customers and colleagues 11. Ability to develop and implement processes that meet regulatory requirements 12. Ability to discuss and make clear systems and processes to customers 13. Strong organisational skills 14. Ability to represent Open Awards in discussions with customers and other stakeholders 15. Strong verbal and written communication skills 16. Be self-motivated and use own initiative to meet agreed targets 17. Ability to organise work on multiple accounts/tasks at once 18. Ability to work as part of a team 19. Ability to identify and solve problems and suggest solutions 20. Keen eye for detail 21. Be ICT literate using Microsoft Office and Outlook in a range purposes	Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential
Commitment	22. A commitment to Equality & Diversity 23. An understanding of and a personal commitment to the Mission, Vision and Values of Open Awards 24. Commitment to customer service	Essential Essential Essential
Other	25. Be adaptable, flexible and open to change. 26. Flexible approach to travel at short notice and overnight stays. 27. Willingness to undertake staff development activities.	Essential Essential Essential