

External Quality Assurer – Regulated Qualifications

RESPONSIBLE TO: Head of Quality and Standards

STATUS: Contractor

SALARY: £150 per day/ £21.50 per hour

Introduction:

Open Awards offers a range of qualifications to help meet our company ethos to Change Lives Through Learning. We are looking for an external quality assurer to externally quality assure the work of approved providers delivering a range of non-specialist qualifications.

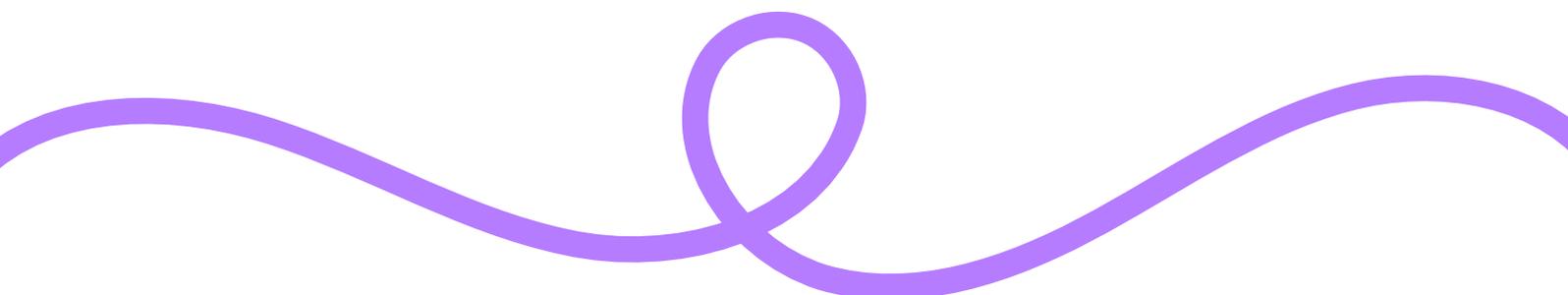
This will primarily focus on sampling assessment and IQA decisions but may also require formal reviews of a providers' policies and practices to ensure compliance with the requirements of Open Awards and our regulators.

Assessment can take a variety of forms 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 England and Wales. 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 award 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)
- A sound understanding of assessment
- Recent experience of internal or external quality assurance of Ofqual and QiW 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:

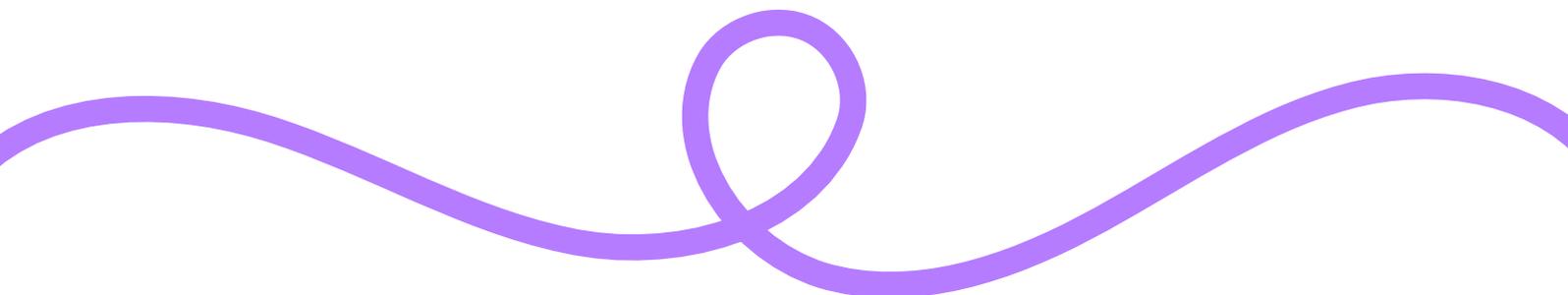
Key requirements, knowledge, skills and experience:

- Recent experience in external quality assurance
- Subject sector 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.

Next Steps:



Please send a CV and a covering letter detailing your relevant skills, knowledge and experience to <mailto:quality@openawards.org.uk>.

If you would like to know more about the role, please contact Andrew Bardsley, Head of quality and standards, 07494857290.

[Who We Are](#)

[Our Mission, Vision and Values](#)

[Meet the Team](#)

[Our Customer Service Promise](#)

[Job Vacancies](#)

We are truly 'Open' so get in touch if you would like to discuss anything or ask for advice.

