

Subject Specialist Moderator – Access to Higher Education

RESPONSIBLE TO: Head of Quality and Standards

STATUS: Contractor

SALARY: £22.50 per hour

Introduction:

Open Awards offers a range of Access to HE Diplomas to help meet our company ethos to Change Lives Through Learning. We are looking for sector experts to moderate the work of approved providers delivering these qualifications:

We are looking for subject specialists in the following areas:

- Chemistry
- Physics
- Business
- Computing/ICT
- Engineering
- English
- History
- Law
- Art
- Archaeology
- Counselling
- Midwifery

The primary purpose of this suite of qualifications is to prepare learners for entry into Higher Education.

Assessment is by evidence generated by internally designed assessment 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. Moderation is expected to take place remotely with learner evidence available via SharePoint.

Role Purpose:

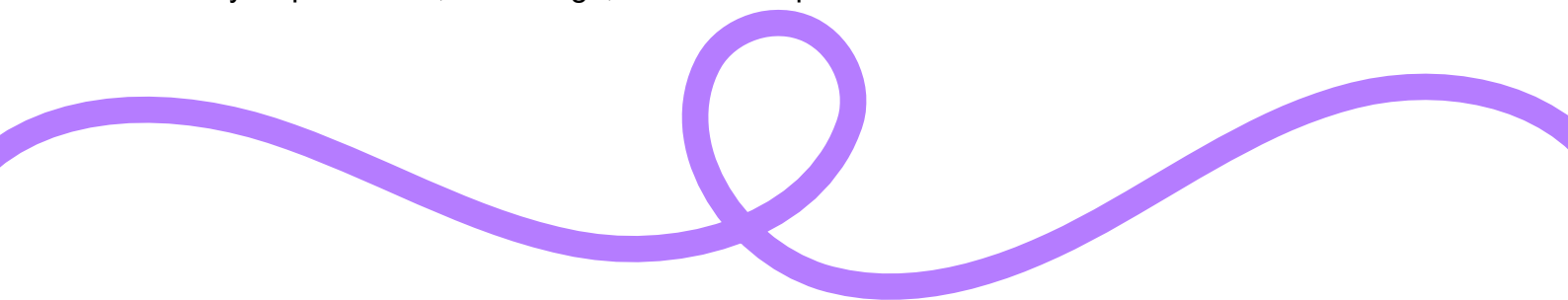
- To confirm that the delivery and assessment of the course is appropriate and that the assessment strategy employed is appropriate and conforms to Open Awards' specifications for Access Diplomas;
- To confirm that all recommendations for the award of credit have been subjected to a rigorous internal 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:

- Relevant sector specialist knowledge
- A sound understanding of assessment
- Recent experience of internal or external quality assurance of QAA regulated qualifications (Access to HE)
- 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/moderation
- 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.

Next Steps:

Please send a CV and a covering letter detailing your relevant skills, knowledge and experience to 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.

