**External Moderator Application Form**

An external moderator plays a crucial role in ensuring the quality of Skills and Education Group Access to HE provision. S/he is required to confirm the achievement of a student’s credit and grade profile leading to an Access to HE Diploma, and to contribute to the continuous improvement of Access to HE courses.

Skills and Education Group Access requires external moderators to follow principles and procedures as identified within the Access Validating Agency (AVA) Licence from the Quality Assurance Agency (QAA). Skills and Education Group Access will offer all external moderators training, mentoring, advice and support.

If you apply to become an external moderator, your appointment will be subject to the approval by Skills and Education Group Access to HE Committee.

All external moderators are required to attend training provided by Skills and Education Group Access during the academic year. Dates for training are disseminated before the start of the academic year. It is likely that you will not be offered work if you are not able to attend training events.

**Criteria for External Moderators**

**All external moderators will:**

* have achieved at least a Level 6 undergraduate degree in a relevant subject
* have relevant experience in adult, further or higher education
* have relevant and current subject knowledge of their area(s) of moderation responsibility
* be qualified and/or experienced in teaching subject area(s) that they are allocated to, at a level at, or beyond that at which the subject has been taught and assessed
* work with other external and subject moderators allocated to a course so that sufficient expert moderation at subject level is evidenced
* be external to the provider/centre that they are allocated to
* not hold a position related to making offers in any receiving Higher Education Institution, the nature of which could create a conflict of interest of student progression opportunities
* have experience of contributing to quality processes
* act on a basis of professional trust as a peer advisor to the Access to HE team, with a rigorous but supportive approach
* be committed to equality and diversity opportunities and to the progression of all students.

**Skills and Education Group Access will ensure that external moderators:**

* are appointed by and are directly responsible to Skills and Education Group Access
* are appointed to an individual course for normally no longer than four years
* receive a contract that is between Skills and Education Group Access and the external moderator that sets out an external moderator’s specific duties and terms of service as well as the criteria and process for termination of a moderator’s employment
* are allocated more than one course where possible to enable the comparison of standards and judgements across courses
* receive a planned programme of mandatory induction and training and receive written guidance to support their duties
* receive feedback on their performance
* receive routine updates from Skills and Education Group Access relating to Access to HE regulation.

**Please use the application/expression of interest form to show how you meet these criteria.**

**Application Form**

**Skills and Education Group Access**

**External Moderator for Access to HE**

|  |
| --- |
| **Surname**: |
| **Forename**(s): |
| **Address**: |
| **Telephone No**: |
| **Email Address**: |
| **Current Post/Organisation (please state organisation):** |
|  |
| **Subject Specialism(s):**  **Primary:**  **Secondary**: |
|  |
| **Relevant Academic and Professional Qualifications:** |
| **Experience of the contribution to Quality Processes eg SAR:** |
| **Experience of Access to HE, FE, HE, Adult/Community Education (please specify):** |
| **Please specify any previous experience as an Assessor/Examiner/Moderator(please specify):** |
| **Please outline any previous experience of working with Skills and Education Group Access:** |
| **What experience have you had of working with other Access to HE providers over the last four years?**  **Provider:**  **Role:**  **Period of employment**: |

**By submitting this initial expression of interest, you are confirming that you understand that you are expected to attend mandatory external moderation training and standardisation events.**

**References available from:**

|  |
| --- |
| 1. |
| 2. |

|  |  |
| --- | --- |
| **Signed:** |  |
| **Dated:** |  |

“Completing this form confirms my agreement to the personal data I have disclosed being held and processed by Skills and Education Group Access in accordance with the General Data Protection Regulation (GDPR), for the purpose of maintaining accurate and up-to-date information and compiling Equal Opportunity statistics. I also agree that information received from third parties may be held and processed”.

**Please also attach a copy of your CV.**

Once completed, this form should be emailed to

[accesstohe@skillsedugroup.co.uk](mailto:accesstohe@skillsedugroup.co.uk) or call us on 01924 434601 if you have any questions.