

## JOB DESCRIPTION

### **JOB TITLE: Automotive External Quality Assurance and Compliance Lead**

Reporting to: Quality Manager  
Responsible for: N/A  
Contract: Full time  
Salary: £42,000

### **JOB PURPOSE**

- The Senior Automotive Quality and Compliance Lead for Skills and Education Group plays a crucial role in ensuring that DVSA-licence linked qualifications are delivered to a high standard. The role will be essential in monitoring, guiding and approving centres to ensure they are fully compliant and assessment activities are monitored appropriately.
- Reporting to the Quality Manager, this role will be responsible for ensuring that all Skills and Education Group Approved Centres adhere to Skills and Education Group Awards standards and other regulatory requirements as set by Skills and Education Group Awards, OFQUAL and the DVSA.

### **MAIN DUTIES AND RESPONSIBILITIES**

1. Liaise with subject specialists to keep up to date with DVSA special notices to support qualification maintenance.
2. To review question banks and give instructions to subject specialist writers to update assessment questions in line with current legislation.
3. To conduct robust quality assurance annual monitoring of Skills and Education Group Award Approved Centres offering DVSA-license linked qualifications in line with Skills and Education Group Award CASS strategy and the MOT Auditing Strategy
4. To provide the Head of Quality and Regulation with regular updates and reports on approved centres, tutors, highlighting areas of concern, including levels of risk.
5. To conduct on-site visits of centres seeking centre approval to ensure compliance with Skills and Education Group Awards centre approval and DVSA requirements.

6. Undertake observation of teaching and learning of new trainers prior to approval and of classroom and practical training sessions.
7. To perform on-site visits and audits to assess the delivery, assessment, and administration of qualifications in line with established standards, training and delivery requirements and with the DVSA Assessment Strategy.
8. To carry out face to face visits where a Centre has been identified as non-compliant in line with the CASS strategy and regulatory requirements.
9. To conduct sampling of learner evidence, to ensure that those being certificated have the knowledge and training to work safely within the sector and protect the public.
10. To produce detailed reports on all sampling, centre and remote visits, summarising findings, recommendations, and areas for improvement based on assessment outcomes.
11. To provide expert guidance and support to Skills and Education Group Awards Approved Centres on compliance issues, assessment practices, and regulatory requirements.
12. To provide regular centre updates and training events to support centres having a full understanding of MOT qualifications, DVSA assessment requirements, documentation.
13. To collaborate closely with internal teams to develop and implement strategies and associated documentation for continuous improvement in qualification delivery and assessment.
14. To support malpractice investigations relating to DVSA-licence linked qualifications.
15. To support events for Skills and Education Group Awards MOT Centres.
16. As requested, to undertake visits alongside colleagues from third-party stakeholders (such as DVSA).
17. To maintain sector competence through CPD activities, keeping abreast of changes in regulations, industry standards, and best practices.
18. To prepare for, participate and take a lead in standardisation activities.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be determined by the Director of Qualifications, Assessment and Regulation.

The postholder will be expected to adopt a flexible approach to ensure the efficient and effective operation of the Company.

## **OTHER DUTIES**

1. To ensure awareness of and compliance with all health and safety requirements taking reasonable care of your own health and safety and that of others in accordance with Health and Safety legislation.
2. To exercise proper care in operating, handling and safeguarding any equipment and appliances provided and issued by Skills and Education Group for individual or collective use in the performance of duties.
3. Maintain up to date knowledge of relevant legislation, procedures, and methods to ensure effective performance in the role.
4. To participate in the Company's appraisal process and to undertake appropriate training/development to ensure up-to-date knowledge and practices are applied and maintained for the efficient and effective performance of the post and to support the Company's strategic objectives.
5. To uphold and promote the Company's Equal Opportunities and Diversity policies and practices.
6. To present an appropriate professional image on official Company business.
7. To actively champion and promote the Group's charitable objectives and mission in the role you undertake.

## **TERMS AND CONDITIONS**

This post is subject to the terms and conditions determined by Skills and Education Group.