

EXTERNAL QUALITY ASSURER (EQA)

Job Purpose

The External Quality Assurer (EQA) plays a critical role in maintaining the integrity and consistency of assessment processes within Skills and Education Group. This role ensures that all assessment decisions and procedures adhere to established standards, regulatory requirements, and best practices. The EQA works collaboratively with internal teams and external partners to drive continuous improvement in quality assurance and maintain public confidence in our qualifications.

Duties and Responsibilities

- > To be subject specialists and act as our representatives, liaising with Centres to establish consistency in the processes and standards of assessment
- > Provide concise written feedback to centres following each remote sampling and centre visits, with detailed actions and timescales on the relevant reporting documentation. Submit all reports within the specified timeframes of the activity.
- > Safeguard the qualification by sampling the internal assessment and moderation process and agree achievement for certification
- > Review assessment standards and practice over time and across Centres
- > Support equality and diversity by monitoring access to assessment, and guide and support Centres to provide learners with the most appropriate methods of evidence collection
- > Support our Qualification Development and Approval processes
- > Review and make recommendations on Centres' suitability for Centre Recognition
- > Undertake support or advisory visits to Centres
- > Inform Skills and Education Group of the outcome of any such monitoring of Centres

- > Report any suspected malpractice activity to Skills and Education Awards/BIIAB immediately, in line with the Malpractice and Maladministration Policy
- > Engage with students to gain feedback on their experience on the course, if available
- > Take part in mandatory standardisation events
- > Be an ambassador for Skills and Education Group when undertaking EQA duties, at all times upholding the Group values and professional standards.
- > Comply with all Skills and Education Group policies for remote workers and terms and conditions outlined in the contract
- > We will expect External Quality Assurers to be responsible for keeping their own subject expertise up to date and record their CPD.
- > We will offer CPD opportunities through invitations to attend standardisation and review events, refresher training through a variety of media, subject networks and taking part in peer reviews
- > It is a condition of your engagement that you remain up to date with and comply with the regulatory requirements of Ofqual, QAA, QiW, SQA, CCEA and any additional sub-regulators as applicable to the assignment from time to time