



## JOB DESCRIPTION

<b>Job Title:</b>	Lead Internal Verifier
<b>Reports To:</b>	Team Leader Learning & Skills
<b>Rate of Pay:</b>	£28,512 to £30,000 plus performance related bonus
<b>Benefits:</b>	Company car
<b>Hours:</b>	37.5 hours per week
<b>Location:</b>	Home / Egerton House / on the road
<b>Primary Purpose:</b>	To manage the internal verification process in accordance with Awarding Body requirements, NVQ Code of Practice and Company policies and procedures

### Principal Duties Include:

1. Contributing to the achievement of the Company's strategy by carrying out all duties and responsibilities with due regard for Health & Safety, Equal Opportunities, confidentiality, cost effectiveness and the highest standards of customer care.
2. Performance management of IVs and Assessor/Trainers, reporting to the Team leader on individual progress, achievement of targets and learner satisfaction
3. Working with other Lead Internal Verifiers to manage an Internal Verifier Forum, maintaining consistent verification practice across all awards
4. Leading standardisation meetings for Assessor / Trainers and ensuring consistent assessment practice across programmes in area of own occupational competence
5. Contributing to the recruitment Assessor / Trainers and Verifiers
6. Contributing to the induction of new Assessor /Trainers, Verifiers and trainees for these roles
7. Ensuring that Assessor / Trainer and IV continuous professional development is carried out to a level that maintains their occupational competence
8. Main point of contact for Awarding Bodies in specified occupational area(s), taking the lead on External Verification visits, ensuring that learners are registered and portfolios / assessment documents are maintained and available
9. Managing and maintaining centre approval to deliver awards, achieving and maintaining direct claims status across awards in area of responsibility
10. Working with Internal Verifiers to establish and maintain a schedule of internal verification activities for Verifiers, Assessor/Trainers and learners and ensuring activities are accurately recorded on sampling plans and other agreed documentation in accordance with Company procedures
11. Maintaining programme management files that include accreditation details, programme reviews and external verification reports
12. Contributing to annual programme reviews, reporting on all aspects of provision, resources, achievements, developments and recommendations for improvement

13. Monitoring learner and employer feedback and maintaining cumulative records / trends for individual Assessor / Trainers and Verifiers
14. Managing a small caseload of learners, carrying out assessments, maintaining assessment records in line with regulatory body and organisational requirements and achieving targets within agreed timescales
15. Monitoring and reporting to NVQ Training & Consultancy Services Ltd any aspects of candidate dissatisfaction and / or feedback given in connection with the award programme
16. Conducting internal verification of awards in line with regulatory body and organisational requirements
17. Developing resources to support learning and ensuring they are used appropriately and as required by learners
18. Preparing and delivering enrolment, training and NVQ induction across all areas of own occupational competence
19. Developing self in line with occupational standards, maintaining knowledge in relevant fields at all times
20. Any other duties which are consistent with the grade and purpose of the job role.

It must be understood that every employee has a responsibility to ensure that all work undertaken is carried out in a way that complies with the company's policies, procedures, quality standards and codes of practice. This includes an obligation to show due regard for Health & Safety, Equal Opportunities, confidentiality and the highest standards of customer care.

All employees are also expected to actively participate in performance reviews, the identification of their own training needs and attendance at any appropriate training events.

September 2009

## PERSON SPECIFICATION

<b>Job Title: Lead Internal Verifier</b>	
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Relevant qualification (s) in own vocational area</li> <li>• V1 or D34</li> <li>• A1 or D32/33</li> <li>• Learning &amp; Development Level 4 / Cert Ed or equivalent (desirable)</li> <li>• CTLLS (desirable)</li> <li>• Health &amp; Safety</li> <li>• Equal Opportunities</li> <li>• Evidence of Continuous Professional Development</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of managing quality assurance systems and leading on EV visits</li> <li>• Experience in performance managing Assessor/Trainers, giving constructive feedback and carrying out development activities to improve performance</li> <li>• Experience in providing high quality training and assessment with a proven record of timely achievements</li> <li>• Experience of working with a diverse group of learners and meeting individual needs through effective use of resources and differing assessment methods</li> <li>• Experience in using the Microsoft Office Suite to word process documents, input data, edit, sort, save and print</li> <li>• Experience in managing own workload, prioritising tasks and meeting deadlines</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to efficiently plan and co-ordinate own diary and tasks to meet agreed deadlines</li> <li>• Excellent oral and written communication skills that demonstrate high standards of literacy and numeracy</li> <li>• Ability to make sound assessment decisions based on a thorough understanding of the occupational standards</li> <li>• Proficient in the use of IT to meet requirements of the post</li> <li>• Ability to solve problems and support learners to achieve</li> <li>• Ability to create and maintain professional and productive relationships with learners, employers and colleagues</li> <li>• Ability to work alone and as part of a team</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Commitment to the Company's values and standards including safe and healthy working practices, equal opportunities and dignity and respect at work</li> <li>• Willingness to be flexible</li> <li>• Commitment to continuous professional development</li> <li>• Full driving licence</li> <li>• Post is subject to enhanced disclosure</li> </ul>