



External Examiner (EE) – Pearson Higher National in Rail Engineering (RQF)

Purpose of this Role

- Undertake sampling of assessment and internal verification decisions for units from a range of programmes within the HNC/D Rail Engineering qualification in order to affirm that national standards have been achieved and upheld
- Support centres during the sampling process
- Support centres in the delivery of BTEC programmes to national standards.

Key Accountabilities

- Covering HN programmes in Rail Engineering, undertake sampling of student work within defined parameters and rules to establish whether assessment outcomes and internal verification processes meet national standards
- Provide sampling-related support and development to centres
- Produce reports for centres and Pearson on the: sampling undertaken; outcomes reached and support provided
- Apply appropriate sanctions where it is deemed that flawed assessment or internal verification decisions or processes mean that national standards are not met
- Produce targeted actions for centres to assist with remedial action where national standards are not being upheld
- Support centres to understand and implement identified actions
- Source materials for training and standardisation
- Report back to Pearson and centres following EE activity within agreed

service-level agreements

- Provide source materials for the standardisation of centre assessors, internal verifiers and lead internal verifiers as requested
- Undertake any other duties appropriate to the work of Technical and Professional Assessment in relation to this role.

Essential qualifications:

- Relevant engineering qualifications at level 5 or above

Previous Work Experience:

Essential:

- At least two years' experience in delivering and assessing at Level 4 and above qualifications
- Evidence of Continuous Professional Development (CPD) in the field of assessment and delivery of vocational qualifications
- At least two years' experience of working in the rail industry

Desirable:

- A willingness to engage in online training and standardisation and to use technology-based approaches to communication and centre support

Skills and Knowledge

Essential:

- Excellent communication, written, verbal, IT and interpersonal skills
- A customer-focused approach
- The need to meet deadlines
- Develop and monitor clear action plans
- Ability to work effectively as part of a team

Desirable:

- Word processing and intermediate Excel skills
- A good working knowledge of the specifications that comprise the area of expertise for the role