

# STANDARDS VERIFIER WBL

## Job Description

### Purpose of this role:

Undertake sampling of assessment and internal verification decisions and records for QCF competence-based qualifications within a Principal Subject Area (PSA) in order to affirm that national occupational standards have been achieved and upheld. Support, advise and guide centres based on the outcomes of the sampling process. Direct centres in the delivery of QCF competence-based qualifications towards the achievement of national occupational standards.

### Key Accountabilities:

For competence-based qualifications for the sector(s) for which occupational competency is demonstrated, the Standards Verifier (WBL) will:

- Undertake sampling of learner work within defined parameters and rules to verify that assessment outcomes, assessment and internal verification processes meet national occupational standards
- Provide sector-specific support, advice and guidance to centres
- Produce reports for centres and Pearson on the: sampling undertaken, outcomes reached, and support provided
- To recommend limited certification, certification deferral or registration deferral where it is deemed that flawed assessment or internal verification decisions or processes mean that national occupational standards are not met
- Produce targeted actions for centres to assist with remedial action where national occupational standards are not being upheld
- Support centres to understand and implement identified actions
- Report back to Pearson and centres following SV 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 WBL Assessment in relation to this role.

## PERSON SPECIFICATION

### Previous Work Experience:

#### Essential

- Significant experience in delivering and assessing NVQs/competence-based qualifications
- Holds an appropriate assessor qualification, and hold/be working towards the Award in the Internal Quality Assurance of Assessment Processes and Practice qualification or an older equivalent
- Is willing to work towards the Award in the External Quality Assurance of Assessment Processes and Practice qualification or currently holds/is working towards this qualification or an older equivalent
- Evidence of Continuous Professional Development (CPD) in the field of assessment and delivery of vocational qualifications

#### Desirable

- A willingness to engage in online training and standardisation and to use technology based approaches for communication and centre support significant experience in delivering and assessing NVQs

### Skills & Knowledge:

#### Essential

- Excellent communication, written, verbal, IT and interpersonal skills
- A good working knowledge of the specifications that comprise the area of expertise for the role
- A customer-focused approach
- Time management and ability to meet deadlines
- Ability to develop and monitor clear action plans
- Ability to work effectively as part of a team

- Ability to understand the implications of decisions taken on Edexcel's behalf and not to operate outside the sphere of responsibility defined within this job description

## Desirable

- Word processing and basic spreadsheet manipulation

## Requirements:

Any associate undertaking this role must:

- Have personal IT equipment capable of running Edexcel required software
- Have a suitable internet connection
- Have a personal and secure email account
- Have a postal address in the United Kingdom or Republic of Ireland
- Declare any conflicts of interest that could impact on the role
- Have availability for a minimum of 4 allocations in any given year
- Abide by the terms of conditions as stated in the contract for work

## About Pearson

We value the power of inclusive culture and embed diversity and inclusion in everything we do. Pearson promotes a company culture where differences are embraced as strengths, opportunities are equal and accessible, consideration and respect are the norm. Through our talent, we believe that diversity and inclusion make us a more innovative and vibrant company. People are at the centre of our company. We are committed to a sustainable environment and workplace ecosystem where talent can learn, grow, and thrive.

Welcome to Pearson, the world's leading learning company. We provide content, assessment and digital services to learners, educational institutions, employers, governments and other partners globally.

We are the UK's largest awarding body and offer qualifications that are globally recognised and benchmarked, with educational excellence rooted in a range of General and Vocational courses.

