

Pearson's Self Regulated Framework Standards Verifier

JOB DESCRIPTION

Purpose of this Role:

To undertake sampling of assessment and internal verification decisions of customised qualifications on Pearson's Self Regulated Framework to confirm that centres are assessing to the required standard. The Standards Verifier will support centres during the sampling process and direct centres in delivering customised qualifications to meet required standards.

The Standards Verifier will only be flagged to work in a sector that they are an expert in; these will be in line with current Pearson vocational sectors.

Key Accountabilities:

Pearson's Self Regulated Framework Standards Verifier will:

- Attend and complete annual training and standardisation
- Follow the protocols set out in the Quality Assurance Handbook relating to the Self Regulated Framework (SRF)
- Familiarise themselves with the detail of the programme area they are standards verifying
- Sample assessment outcomes to ensure that valid and reliable assessment decisions are made and national standards are maintained
- Produce reports for centres and Pearson on the sampling undertaken, outcomes reached and support provided
- Apply certification blocks at the earliest possible opportunity where it is deemed that flawed assessment or internal verification decisions or processes mean that standards are not met
- Release programmes via re-sampling at the earliest possible opportunity where it is deemed that the flawed assessment or internal verification decisions or processes have been corrected
- Support centres to understand and implement identified actions

PERSON SPECIFICATION**Previous Work Experience:**

Essential	Desirable
<ul style="list-style-type: none"> • Significant experience in delivering, assessing and quality assuring BTEC qualifications • Evidence of Continuous Professional Development (CPD) in the field of assessment and delivery of vocational qualifications 	<ul style="list-style-type: none"> • A willingness to engage in online training and standardisation and to use technology-based approaches to communication and centre support

Skills & Knowledge:

Essential	Desirable
<ul style="list-style-type: none"> • Excellent communication, written, verbal, IT and interpersonal skills • A good working knowledge of the sectors that comprise the area of expertise for the role • A customer-focused approach • 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 Pearson's behalf and not to operate outside the sphere of responsibility defined within this job description • Flexibility to understand and appreciate the individual needs and circumstances of our centres 	<ul style="list-style-type: none"> • Word processing and basic spreadsheet manipulation

Requirements:

Any associate undertaking this role must:

- Have personal IT equipment capable of running Pearson required software
- Have a suitable internet connection
- Have a personal and secure email account
- Be resident in the United Kingdom or Republic of Ireland
- Declare any conflicts of interest that could impact on the role
- Availability of 10 to 30 days, dependent upon the requirements and workload, in any given year
- Abide by the terms of conditions as stated in the contract for work