

SENIOR STANDARDS VERIFIER (NVQ/APPRENTICESHIP)

JOB DESCRIPTION

Purpose of the Role:

Be the responsible expert in terms of the interpretation of the QCF competence-based qualifications and the standards verifier NVQ standardisation for a range of QCF competence-based qualifications within a Principal Subject Area (PSA). To monitor assessment and internal verification for a range of QCF competence-based qualifications within a Principal Subject Area (PSA) in order to report on the achievement of national occupational standards across centres.

Key Accountabilities:

For a defined range of QCF competence based qualifications within the PSA, the Senior Standards Verifier NVQ will:

- Undertake sampling of candidates' work within defined parameters and rules to verify that assessment outcomes, assessment and internal verification processes meet national occupational standards
- Hold sector specific responsibility for interpretation of national occupational standards and evidence requirements
- Offer specialist advice and support to centres and Subject Verifiers (SV) NVQ in relation to the content and interpretation of specifications, assessment and delivery
- Provide support, advice, guidance and development to SVs
- Review SV reports to comment on the maintenance of national standards
- Identify and escalate issues of adverse standards interpretation
- Undertake a proactive role in maintaining national standards
- Edit materials for the standardisation of centre assessors, internal verifiers and lead internal verifiers and centre training as required
- Develop the content for the training and standardisation of SVs
- Lead and deliver training events to centres and SVs as required
- Produce an end of year report within the parameters of a defined template in order to comment on national standards
- Report back to Edexcel within agreed service-level agreements
- Contribute to Edexcel's 'Ask the Expert' service
- Represent BTEC Assessment or Edexcel as required
- Undertake any other duties appropriate to the work of BTEC Assessment in relation to this role

PERSON SPECIFICATION

Previous Work Experience:

Essential	Desirable
<ul style="list-style-type: none">• Substantial recent experience of external verification of NVQs within the sector• Significant experience in delivering and assessing NVQs• Higher level assessment and delivery experience across a range of NVQs as relevant to the sector• Be an A or B Grade Associate (from BTEC AA monitoring)• Evidence of Continuous Professional Development (CPD) in the field of assessment and delivery of NVQs	<ul style="list-style-type: none">• Experience of delivering or participating in online training and standardisation

Skills and Knowledge:

Essential	Desirable
<ul style="list-style-type: none">• A clear understanding of the educational landscape and regulatory requirements for qualifications within the Qualification and Credit Framework (QCF)• Detailed knowledge of the specifications that comprise the area of expertise for the role• Excellent report writing skills• Ability to edit materials to ensure they are grammatically correct and fit for purpose• Excellent communication, written, verbal, IT and interpersonal skills• 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	<ul style="list-style-type: none">• Intermediate to advanced level skills in the use of Microsoft Word and Excel• Leading a team• Demonstrable people management skills• Roles of QCDA and Ofqual

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 of 5 to 20 days, dependent upon the requirements and workload for the sector, in any given year
- Abide by the terms of conditions as stated in the contract for work

Fees:

The fee for the Senior Standards Verifier role is £215 per day.