

## QCF Standards Verifier

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### Purpose of this Role

To undertake sampling of assessment and internal verification decisions for units from a range of programmes within a Principal Subject Area (PSA) in order to confirm that national standards have been achieved and upheld. Also to:

- Support centres during the sampling process.
- Direct centres in delivering BTEC programmes to meet national standards.
- Have a demonstrable impact on helping centres to improve learner outcomes.

### Key Accountabilities

Covering a defined range of programmes within a Principal Sector Area, the Standards Verifier (SV) will:

- Undertake sampling of learner work within defined parameters and rules to establish that 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
- Produce targeted actions for centres to assist with remedial action where national standards are not being upheld
- Support centres to understand and implement identified action
- Report back to Pearson and centres following SV activity as per 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 BTEC Assessment in relation to this role

## **PERSON SPECIFICATION**

### **Previous Work Experience**

#### **Essential**

- Significant experience in delivering (a minimum of 1 full academic year) and assessing vocational qualifications (Higher Nationals, Work Based Learning, NVQ, NQF, QCF).
- Evidence of Continuous Professional Development (CPD) in the field of assessment and delivery of vocational qualifications as well as the chosen sector
- A willingness to engage in online training and standardisation and to use technology-based approaches to communicate and support centres.

#### **Desirable**

- Delivering and assessing BTEC

### **Skills & Knowledge**

#### **Essential**

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

## **Desirable**

- Educated to degree level or hold an equivalent level 4 qualification (Certificates of higher education)

## **Requirements**

Any Associate undertaking this role must:

- Have personal IT equipment capable of running Pearson required software
- Have a suitable Broadband connection
- Have a personal and secure email account
- Have a postal address in the United Kingdom or Republic of Ireland, Guernsey, Jersey Isle of Man.
- Have the right to work in the UK
- Declare any conflicts of interest that could impact on the role
- Availability of 10 to 30 days (including term time), dependent upon the requirements and workload for the sector, in any given year. (You will be required to allow additional time may be required for travel)
- Abide by the terms of conditions and carry out the duties and responsibilities as stated in the contract for work.