

# SENIOR STANDARDS VERIFIER (NVQ)

## 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 Pearson within agreed service-level agreements
- Contribute to Pearson's 'Ask the Expert' service as required

- Represent WBL Assessment or Pearson as required
- Undertake any other duties appropriate to the work of BTEC Assessment in relation to this role

## PERSON SPECIFICATION

### Previous Work Experience:

#### Essential

- 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

#### Desirable:

- Experience of delivering or participating in online training and standardization

### Skills and Knowledge:

- 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 Pearson's behalf and not to operate outside the sphere of responsibility defined within this job description

#### Desirable:

- Intermediate to advanced level skills in the use of Microsoft Word and Excel
- Leading a team
- Demonstrable people management skills
- A clear understanding of the role of Ofqual

### 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
- 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.**