

## Engineering, Manufacturing and Building Services - External Quality Assurance Manager – West & Central England

- Starting salary from £46k (negotiable depending on knowledge, skills and experience + car/cash allowance)
- Home based with regular travel to various sites.

EAL is the specialist skills partner and awarding organisation for industry. We are committed to investing in the industries we serve and the careers of the people working within them. Through industry partnerships and years of experience supporting our core sectors, we have built unrivalled knowledge and understanding of employer skills needs. As a result, EAL's skills solutions and qualifications are respected and chosen by employers to deliver real career benefits for all our learners.

Through our External Quality Assurance Service we work hand in hand with our recognised Centres to support the highest standards in training and qualifications delivery. For employers, this approach delivers a value-added service and assurance that their learners achieve the standards required by their industry. Our Centres can also rely on their dedicated EAL External Quality Assurer (EQA) as a trusted partner for expert support and guidance.

### Purpose of the Role

To manage the EQA Team to ensure EAL's products, services and EPA Assessor and Internal Quality Assurers requirements are being delivered in line with required quality standards.

### Responsibilities

- Manage a team of field based External Quality Assurers to ensure EAL's products and services are being delivered in line with required quality standards, regulatory requirements and EAL's Centre recognition requirements and policies
- Support EAL to retain awarding organisation accreditation with Ofqual, SQA Accreditation Qualification Wales, CCEA (Council for the Curriculum, Examinations and Assessment)
- Deal with Centre appeals/malpractice investigations in accordance with EAL operating procedures as required
- Monitor the application of sanctions by the EQA team and ensure that EAL's sanctions policy is implemented consistently across the EQA team
- Carry out accompanied centre visits to support standardisation and knowledge transfer with EQAs within a cycle of continuous improvement, to identify and implement best practice.
- Any other activities commensurate to the role

### Essential requirements to be effective in the role:

- Held the position of External Quality Assurer within an Awarding Organisation.
- Successful track record of building strong relationships with internal and external stakeholders and of growing business
- Experience of working within Industry in at least a Level 3 occupation
- Hold EQA, V2 or D Unit equivalence with CPD evidence of upskilling or LLUK units 006 /007/008

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- Hold qualifications related to a variety of sectors e.g. Engineering, Building Service or Rail Industry
- Good understanding of the Assessment Organisation infrastructure particularly in regards to regulatory requirements and have knowledge of Vocational qualifications and their delivery
- Previous experience and sound knowledge of S/NVQs and VRQ's assessment and IQA processes
- Hold AVA & IQA, A1 & V1 or D Unit equivalence with CPD evidence of upskilling in relation to nationally recognised standards such as LLUK units 001-005
- Ability to effectively use a range of electronic media to accurately record and report activities in relation to business
- Hold a full clean driving licence (new applicants)
- Good IT Skills including use of Microsoft Excel, Word, Power Point and Outlook
- Able to efficiently and effectively plan your own workload in order that you not only meet business priorities and needs but also achieve an appropriate work life balance.

#### **Skills (relevant professional qualifications/practical skills):**

- Experience of working within Engineering and Building Services Industry in at least a Level 3 occupation

#### **Desirable Requirements**

- Have experience of working in the FE Sector, work based learning or skills sector
- Extensive experience of training and standardising assessors
- Extensive experience of assessment / quality assurance within employer-led programmes / apprenticeships

For further details and an application form please contact Emily Williams, on email [HR@Sema.org.uk](mailto:HR@Sema.org.uk), or by post at Human Resources, Unit 2 The Orient Centre, Greycaine Road, Watford, Hertfordshire, WD24 7GP.

**Closing date: 18th May 2018**

***Semta is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

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