

Person specification

Associate type: Moderator for T Level qualifications

Summary of Role

- Moderate Provider marking - conduct and document moderation, quality assurance and advisory activities with providers, in line with quality assurance guidelines for T Levels
- Provide advice and guidance to Providers: on moderation and marking of the internally assessed, externally moderated assessments
- Produce Provider reports and feedback on quality of marking / assessment, collection of evidence, issues identified through the moderation process, best practice
- Participate in training and standardisation activities to ensure continued improvement and consistent performance as a moderator. Keep up to date with any relevant changes to City & Guilds products, services and systems
- Carry out Provider visits between February and May

Skills and Experience

Essential	Desirable
Experience of moderating or marking the qualification concerned (or similar)	Experience as a tutor/marker with a similar type of qualification
Involvement in the production assessment materials of the associated T Level qualification	EQA/IQA/Assessor D,A/V or TAQA units
Up to date occupational industry knowledge	Involvement in the assessment production of the associated qualification
Industry specific qualifications up to Level 3	Industry specific qualifications up to Level 4
Proficient IT skills with experience of using key business software e.g. outlook, Word and Excel	
Access to a secure PC with a firewall, up to date anti-virus software, private broadband access and a personal, private e-mail account	
Excellent communication skills with ability to communicate with a wide variety of stakeholders both verbally and in writing	
Experience of producing published reports and training/guidance material	
Availability to attend and manage key activities throughout the year – especially November, December, January, March, April, May, June, July	
Up to date experience in teaching or training	