

Job Title: External Quality Assurer: **Sustainable Resource Management and associated qualifications**

Organisation: Waste Management Industry Training and Advisory Board (WAMITAB)

Closing Date: Friday 31 January 2020

Contract period: Annual renewable self-employed contract for services

Waste Management Industry Training and Advisory Board (WAMITAB)

WAMITAB is a highly successful Awarding Organisation operating within the Regulated Qualifications Framework to deliver qualifications throughout England, Wales and Northern Ireland. WAMITAB works in conjunction with SQA to deliver qualifications in Scotland.

WAMITAB was initially set up in 1989 by industry to deliver qualifications to the Sustainable Waste and Resource Management Sector, and has since expanded this offer to include cleaning, facilities services and parking enforcement qualifications.

WAMITAB's portfolio of qualifications incorporates subjects aimed at a wide range of individuals from Entry to Level 4 qualifications, some of which are required by the government environment agencies in support of technical competence.

In recent years WAMITAB's portfolio of accredited qualifications has increased, requiring an attendant increase in external quality assurance. WAMITAB now seeks to contract with further suitably qualified self-employed experts in the field of Sustainable Resource Management and/or Cleaning Services to support its External Quality Assurance function.

Applications would be welcomed from suitably qualified assessors, IQAs etc with appropriate occupational competence based in the North of England and West of England/Wales.

External Quality Assurers will be self-employed, reporting to WAMITAB Director of Qualifications and Standards.

Person Specification

Applicants will ideally possess extensive experience in the operation of Sustainable Resource Management activities focussing primarily in the Sustainable Waste Management qualification subject areas at management level. Cleaning Services experts will have demonstrable skills and experience in cleaning, cleaning science and/or facilities services.

Expertise in these areas should be coupled with a thorough understanding of vocational education delivery. Applicants should hold a minimum teaching/assessor **and/or** internal quality assurer/verifier qualification. Applicants should ideally hold a relevant EQA qualification; however WAMITAB is prepared to support achievement of this qualification for the right individuals.

WAMITAB is seeking to appoint persons to cover geographic areas in the North of England and West of England/Wales.

Role Description

- Co-operate with WAMITAB as far as may be reasonable to assist WAMITAB in complying with its obligations under the General Conditions of Recognition (Ofqual/Welsh Government/CCEA).
- Liaise where appropriate with potential centres to assist them in their preparation to become an approved WAMITAB centre.
- Visit potential centres to assess their suitability as an approved centre and determine whether or not they meet the centre approval requirements. Provide support and guidance to enable the centre to meet any outstanding requirements.
- Provide reports on centre approval outcomes to both the centre and to WAMITAB within 5 working days of the approval visit.
- Visit on an agreed schedule a number of centres by prior agreement with WAMITAB to undertake External Quality Assurer visits ensuring that the centre adheres to WAMITAB requirements for the delivery of the qualifications.
- Advise centres and WAMITAB when evidence arises that a centre is failing to meet the full requirements of the approved centre criteria, recommending appropriate actions for the centre and for WAMITAB.
- Advise centres of the actions and sanctions which apply in particular circumstances.
- Advise WAMITAB of the recommended action and sanctions which should be imposed on particular centres, arising from the management of the centre, assessment and/or internal quality assurance systems failing to meet the approved centre criteria.
- Carry out remote monitoring activities for example a review of: qualification approval, learner portfolios and approval of assessors and internal quality assurers.
- Complete reports using WAMITAB's systems/documentation for each visit or remote activity, providing a copy to WAMITAB within 5 working days.
- Maintain records and copies of all communications with the centre, WAMITAB and other parties in the context of the External Quality Assurer role.
- Act as a generic investigator to undertake investigations into allegation of maladministration/malpractice, produce reports, recommendations and actions as requested by WAMITAB.
- Attend WAMITAB premises or another location for technical updates or standardisation meetings.
- Assist in the consideration of complaints/appeals made by learners about WAMITAB centres.
- Carry out associated duties and providing additional information as required by WAMITAB.

Personal Skills and Qualities

The individuals selected will be able to confidently make decisions, in accordance with WAMITAB policy and procedure, based on a range of evidence and clearly articulate their decisions and decision making process to centre personnel.

A supportive and approachable but equally firm and professional approach to all aspects of centre and WAMITAB liaison will be critical.

Contracts

The position(s) available are based on self-employed status with annual renewable contracts following an introductory and probationary period. Contracts are usually renewed commencing 1 April. Fees and charges will be based on the current EQA contracts, which cover a range of services. WAMITAB currently offer £246 plus travel expenses for a full day centre visit (this is inclusive of pre-visit preparation and post-visit reporting).

If you are interested in applying for this position, please send a copy of your CV and a detailed account of the reasons why you consider your skills and personality ideal for this post to katie.cockburn@wamitab.org.uk

The closing date for applications is 31st January 2020.