Reporting to:
Quality Assurance Manager
Also accountable to the Senior Quality Assurance Manager; Deputy Head of Quality Assurance, and Director of Compliance and Quality Assurance

Key Contacts:
Centre staff; Ascentis staff, in particular, Director of Compliance and Quality Assurance, Deputy Head of Quality Assurance, Senior Quality Assurance Manager, Quality Assurance Managers, Head of Product Development, Product Development Managers, Awarding Administrators

Responsibilities:

To ensure that centre's procedures meet regulatory requirements, and the learner evidence meets the expected standards required to achieve the Ascentis qualification.

Major Duties Area:

1. To work to and support the Ascentis model of external quality assurance in relation to those qualifications within centres identified within the annual allocation
2. To visit centres to monitor and report on compliance with the required standards of resources, staff and systems required to support the assessment and award of qualifications e.g. Centre Quality Reviews
3. To make recommendations on the basis of the external quality assurance process for any required changes in centres' resources, staffing and systems to ensure compliance with the required standard
4. To report on the performance of centres and learners in meeting the specification requirements
5. To work to and support the Ascentis administrative policies and procedures necessary for accurate award of units and qualifications
6. Seek feedback from centres to support continuous improvement of Ascentis products and services.
7. To actively participate in required Ascentis training and standardisation activities, including central events and accompanied visits
8. To supply copies of selected learners' evidence on request for Ascentis review of standards
9. To be aware of, follow and support all relevant Ascentis policies and procedures specifically but not exhaustively, Malpractice and Maladministration, Conflicts of Interest, Customer Service Standards, General Data Protection Regulation (GDPR), Equality and Diversity, Appeals, Reasonable Adjustments and Special Considerations, Recognition of Prior Learning.
10. To plan and deliver centre training within own subject area, as required
11. To provide ongoing support, advice and guidance to all allocated centres
12. To submit External Quality Assurance reports within 5 working days of an activity; ensuring they are detailed and include strengths and actions where areas for development are identified
13. To support centres in understanding and implementing any actions
14. To apply the Ascentis Professional Conduct Policy to all aspects of work as an External Quality Assurer
15. To complete any other activities relating to verification, as allocated by Ascentis
16. To keep up to date with developments within relevant subject/sector area
17. To follow all policies and procedures in relation to EQA communication

V2 March 2025

Key Attributes (E-Essential, D-Desirable, P-Potential)

1. Qualified to degree level or equivalent (E)
2. Qualified and experienced in teaching subject area at L3 or above (E)
3. Demonstrable experience in adult, further or higher education (E)
4. Demonstrable knowledge of curriculum content (E)
5. Experience of the internal and external quality assurance process for relevant subject area (E)
6. Ability to work as part of a team (E)
7. Ability to work independently to specified standards (E)
8. Excellent communication, written, verbal, IT and interpersonal skills (E)
9. Able to identify and express quality issues concisely (E)
10. Ability to meet deadlines (E)
11. A customer-focused approach (E)
12. Excellent organisational and administrative skills (E)

N.B. The External Quality Assurer must declare any actual or potential conflicts of interest at the time of appointment and any that arise throughout the period of appointment. These must be declared to the Director of Compliance and Quality Assurance, Deputy Head of Quality Assurance, and Senior Quality Assurance Manager.