

## **BPEC Awarding Organisation - External Quality Assurer (EQA)**

### **Job Description**

#### **Purpose**

The purpose of this role is to ensure quality assurance compliance, to drive a high standard in assessment activities and continuous improvement in practice within our Centres so that we can ensure a first-class service which meets the needs of both our customers and learners, supporting market growth and promoting advancement in learning.

#### **Key Responsibilities**

- Conduct and document qualification, advisory, system and exam audit activities with Centres, in line with BPEC and regulatory requirements.
- Provide high levels of advice and support to Centres.
- Support the training and development of new and existing Centres in-line with BPEC Policies and Procedures.
- Participate in best practice and standardisation activities to ensure support for continued improvement and consistent performance.
- Maintain a thorough and up-to date knowledge of BPEC products, services and IT systems to enable excellent customer service.
- Ensure BPEC remains competitive and compliant with the various UK Qualification Regulators and General Conditions of Recognition and Principles of Recognition.

#### **Quality Assurance Activities/Centre Advice and Support**

- Carry out and document quality assurance activities in-line with BPEC and regulatory requirements.
- Carry out and document additional activities.
- Carry out and document activities in-line with BPEC's Centre Assessment Standard Scrutiny (CASS) Strategy.
- Record SMART action plans for Centres.
- Complete and submit all reports within three working days of the activity.
- Provide advice and guidance on qualifications to new and existing Centres.
- Provide support, advice and guidance to Centres on the development, maintenance and improvement of quality assurance systems, policies and procedures, including risk in-line with BPEC and regulatory requirements.
- Report any suspected or actual cases of malpractice or maladministration to BPEC immediately.

#### **Essential Knowledge and Skills**

- Keen eye for detail and the ability to fairly and consistently apply BPEC and regulatory requirements.
- Be prepared to work in a regulated environment with a constant eye to maintaining and improving regulatory compliance.
- Confident and competent decision maker with analytical skills to ensure appropriate decisions are taken.

- Active team player with a positive 'can do' attitude is imperative while possessing the ability and determination to solve problems and take corrective actions when issues are identified.
- Effective and efficient written and verbal communication skills.
- Dedicated to providing a high-level of customer service.
- Able to think on your feet and respond to customer demands.
- Comfortable working to deadlines, set standards and operating procedures.
- Expertise in the assessment/awarding process and the relevant subject/sector areas.
- Ability to manage own time and workloads, being self-motivated and disciplined.
- The ability to act with integrity and impartiality.

### **Training and Development**

- Attend and participate in best practice and standardisation activities.
- Attend and participate in relevant BPEC External Quality Assurer briefings and training activities.
- Undertake, maintain and record personal CPD to required standards.
- Maintain up-to date knowledge of BPEC products and services.

### **Qualifications and Experience**

Applicants must be experienced in quality assurance with current Industry expertise in Plumbing and/or Gas. This competence must be demonstrated by suitable experience on their CV, CPD record and through possession of appropriate qualifications.

To be considered for the role you must also have achieved the Assessor and Internal Quality Assurer qualifications (D32, D33, D34 or A1, V1 or TAQA units). Applicants who hold D units must have evidence of Continuing Professional Development (CPD) to demonstrate compliance with the A & V units. Although EQA experience is not necessary, you must have a minimum of 2 years' experience as an Internal Quality Assurer (IQA) and hold an appropriate IQA qualification, with current industry expertise in the areas you will be quality assuring.

As a requirement, EQAs must have achieved or be working towards the External Quality Assurance of Assessment Processes and Practice qualification or its equivalent (D35/ V2) in order to carry out centre visits. If you have not achieved these qualifications and you are successful in your application, you will be required to work towards this qualification with the support of BPEC.

### **Essential Industry Specific Qualifications and Experience**

Applicants should have up-to-date, relevant, vocational and broad experience of working in the Plumbing and/or Gas industry. This should also include current knowledge of working practices, legislation and policy to deliver high levels of support to the delivery network in this highly technical vocational industry.

As an industry specialist, applicants must be vocationally and occupationally competent and have a thorough and detailed knowledge of BPEC qualifications and products. In addition to

the qualifications listed below, applicants must be able to provide appropriate documented evidence that demonstrates they have a minimum of five years' proven occupational experience in the subject area.

Applicants must be technically qualified and hold an Industry recognised qualification at Level 3 or equivalent in their subject specialism:

- NVQ in Mechanical Engineering Services
- NVQ Diploma in Domestic Plumbing & Heating
- Advanced Craft Certificate in Plumbing

This list is not considered exhaustive and other 'Mechanical Engineering Services' (MES) or 'Building Engineering Services' (BES) qualifications at Level 3/SCQF Level 6 or equivalent may be considered acceptable.

Particular attention should also be paid to providing evidence of occupational experience in gas safety critical areas (either current ACS certificate of Gas Safety Competence or an aligned qualification).

### **Availability**

- Ability to commit to a minimum of 6 days per year.
- Flexibility to travel and to work away from home as required by the role.
- Applicant to hold a full driving licence.
- Valid DBS certificate.