

Principal EQA Candidate Pack

 gateway
qualifications

learning your way

Principal EQA

Full or part time	Variable hours
Contract type	Contract for services
Location	Throughout England
Salary range per annum	£225 per day or equivalent hourly rate

We are looking for Principal EQAs in the following sectors to join our External Quality Assurance Team at Gateway Qualifications:

- Science, Health, Public Services and Care (including childcare)
- Engineering, construction, agriculture, horticulture and animal care
- IT
- Leisure, travel and tourism, business admin and law, retail and commercial enterprise
- Arts and media (including music technology, creative and design)
- Education and training (professional development),
- ESOL

What we need you to do:

As a Principal EQA you will provide guidance and feedback to Centre and Subject Specialist EQAs, or Recognised Centre delivery team/s to support delivery teams' effective assessment, internal quality assurance (IQA) processes and the correct application of qualification standards.

The Principal EQA role supports Gateway Qualifications' specialist curriculum areas and qualification standard setting and monitoring.

About Gateway Qualifications

Gateway Qualifications is an Awarding Organisation with over 30 years of expertise. We offer a wide range of regulated qualifications, Access to HE Diplomas, develop bespoke qualifications and quality assure in-house training.

At Gateway Qualifications our focus is on creating the highest quality qualifications which are accessible to all and enable the learner to thrive.

If you are interested in this vacancy, you will be able to make an application via the website using our careers page. Please ensure you attach your CV and a covering letter explaining why you are suitable for the role.

Please note that **the closing date for applications will be 3rd May 2021.**

We will be interviewing from 10th May 2021.

Principal EQA Role Profile

Role Purpose

Gateway Qualifications is regulated by Ofqual and Qualifications Wales. Principal External Quality Assurers (PEQAs) play an important role in ensuring our regulatory compliance. The Principal EQA role helps by ensuring the standardisation of Gateway Qualifications' EQA team and that valid and reliable judgements are made on qualification standards.

Principal EQAs may provide guidance and feedback to Centre and Subject Specialist EQAs, or Recognised Centre delivery team/s to support delivery teams' effective assessment, internal quality assurance (IQA) processes and the correct application of qualification standards.

The Principal EQA role supports Gateway Qualifications' specialist curriculum areas and qualification standard setting and monitoring.

The role is concerned with providing leadership in a subject/curriculum area by:

- planning and running centre training and standardisation
- planning and running standardisation for the Gateway Qualifications external quality assurance team
- supporting enquiries about qualification specifications, standards and delivery issues in the discipline
- providing advice and support to the product development team in the design and review of qualifications, assessments and resources
- advising on centre recognition and qualification approval applications as required
- advising on the appointment of Subject Specialist EQAs
- providing guidance in the subject discipline to ensure that awards made are valid and reliable.

The role supports Gateway Qualifications' quality assurance team including Centre EQAs and Subject Specialist EQAs. The external quality assurance team work together to undertake monitoring activities for compliance, evaluation of delivery standards and sampling.

The role may also support investigations, or adjudicate where incorrect results are found, or appeals are heard, that concern the specialist subject/curriculum area.

Adherence to Gateway Qualifications' EQA Handbook, policies and procedures is required.

Specialism

This role requires specialist knowledge, skills and understanding in a given subject/curriculum area.

The role requires:

- assessment delivery and quality assurance experience
- a relevant specialist qualification, specialist expertise or experience, or combination of these in the curriculum area, and

- commitment to continuous professional development (CPD).

Adherence to Gateway Qualifications' EQA Handbook, policies and procedures is required.

Maintaining qualification standards

Qualification standards are monitored through activities including sampling, reviewing IQA processes and documentation. This supports Gateway Qualifications centre assessment standards scrutiny.

In addition to this the Principal EQA will also:

- support Centre EQAs and Subject Specialist EQAs in their roles and their ability to make reliable, confident and valid judgements on qualification standards
- include the planning and delivery of online and/or face-to-face standardisation and training events.
- make decisions on whether learner's results are valid and qualification standards are met as appropriate.
- support decisions regarding direct claim status (DCS)
- report on their findings and recommend changes to results, where qualification standards are not met.
- provide appropriate feedback, guidance and support to Centres, Centre EQAs and Subject Specialist EQAs.
- participation in awarding panels/events or standard setting activities where applicable.

Qualifications and experience

Principal EQAs must possess:

- a relevant specialist subject qualification, or
- previous job-related experience in the subject area, or
- previous qualification delivery experience in the subject/curriculum area, and
- recent CPD in the subject/curriculum area (within the last three years),

or a combination of these will be sought.

Principal EQAs must possess a teaching and/or a quality assurance qualification. As a minimum our PEQAs need to possess one of the following qualifications:

- Award for Education and Training (AET)
- Certificate in Education and Training (CET)
- Diploma in Education and Training (DET)
- Level 4 Award IQA
- Cert Ed
- PGCE
- Or equivalent

At least two years' experience of qualification delivery, assessment, including quality assurance is required.

Principal EQA skill set

In addition to the Principal EQA requirements, the following skills are required, including:

- evaluative, analytical skills and ability to come to judgments based upon evidence
- independent, objective decision making
- attention to detail and synoptic ability
- problem solving
- the ability to recommend good practice
- effective communication skills, both verbal and written, and
- ability to work as part of a team.

Gateway Qualifications requires remote online working and reporting. Principal EQAs must be confident in using and interacting with Gateway Qualifications' systems including Microsoft Teams, email, excel, collaborative file server and learner registration system. Principal EQAs must also be adaptable and able to apply themselves to using Recognised Centre online portfolios and file share systems.

Equipment and CPD

Principal EQAs will need to have access to a laptop/desktop computer, high speed internet connection and the ability to use Microsoft applications.

Principal EQA Specialists must participate in annual training and commitment to participation in monthly communication and update sessions.

Principal EQAs should also undertake appropriate CPD in their specialist curriculum area.

Working with us

Principal EQAs will be required to adhere to Gateway Qualifications' policies and procedures.

Principal EQAs will be directed by our Quality Assurance Manager.

Principal EQAs may be required to travel to attend events in certain cases. A driving licence and access to vehicle, or access to a good public transport network is necessary.

Our Values

Partnership

- Working together
- Supporting teamwork across the organisation
- Communicating, listening, supporting and collaborating

Integrity

- Behaving ethically, with openness and honesty
- Trusting and respecting each other
- Taking ownership of our performance

Originality

- Embracing change
- Thinking creatively and innovating
- Encouraging positive risk taking

Quality

- Getting it right first time, every time
- Taking pride in what we do
- Continuously improving