

# Digital and IT EQA

 gateway  
qualifications

*learning your way*

## About Gateway Qualifications

At Gateway Qualifications our focus is on creating the highest levels of in-demand qualifications which are accessible to everyone enabling all learners to thrive. To do that, we want people working with us who represent and reflect the diversity of everyone in the UK. We therefore encourage applications from people of all backgrounds and are committed to employment practices that promote diversity and inclusion.

Our expert teams have been supporting providers and changing futures for more than 30 years.

As an Awarding Organisation we offer a wide range of Regulated Qualifications, Apprenticeships and Access to HE Diplomas and can develop new qualifications and quality assure in-house training.

### Role Details

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If you are interested in joining our wider workforce team, please apply via our careers page on our website. **Please ensure you attach your CV and a Covering Letter explaining why you are suitable for the role.**

Please note that you must have proof that you have the right to work and live in the UK.

**This role is currently open on a rolling recruitment basis for 3 months; however, we reserve the right to close this vacancy early if we receive sufficient applications. Therefore, if you are interested, please submit your application as early as possible.**

Interviews are ongoing due to rolling recruitment.

<b>Division/Department</b>	Awarding / Quality
<b>Contract Type</b>	Contract For Services
<b>Location</b>	Remote
<b>Rate of Pay</b>	Various
<b>Full or Part Time</b>	Variable Hours

### Role Purpose

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

- **Digital and IT**

Please see the qualification offering on our website [Deliver Our Qualifications - Gateway Qualifications](#) for details of specific qualifications.

Gateway Qualifications is regulated by Ofqual and Qualifications Wales. Subject Specialist EQAs play an important role in ensuring qualification standards are met as part of our regulatory obligations.

The Subject Specialist EQA role completes sampling to ensure that assessment judgements are in line with the qualification requirements.

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

The role is concerned with ensuring quality standards and continuous improvement are in evidence at Recognised Centres, and that Centres and qualifications are risk assessed and risk rated. Subject Specialist EQAs advise on centre recognition and qualification approval applications as required.

The role supports Centre EQAs who confirm centre compliance and Principal EQAs who ensure qualification standards are being met.

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

## Responsibilities and Accountabilities

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You will be concerned with ensuring quality standards and continuous improvement are in evidence at Recognised Centres, and that Centres and qualifications are risk assessed and risk rated. Subject Specialist EQAs advise on centre recognition and qualification approval applications, as required.

The role supports Centre EQAs who confirm centre compliance and Principal EQAs who ensure qualification standards are being met.

### Specialism

This role requires specialist knowledge, skills and understanding in a given 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).

### Maintaining Qualification Standards

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

Subject Specialist EQAs ensure that assessment remains fit for purpose, that qualification standards are valid, reliable, comparable, manageable, minimise bias, and meet Gateway Qualifications' published qualifications specification(s) and guidance.

Subject Specialist EQAs also oversee compliance with qualification specifications, including access arrangements, and any competence requirements for delivery staff, etc.

Subject Specialist EQAs review internal quality assurance arrangements and look to ensure that qualification standardisation takes place.

In addition to this, the Subject Specialist EQA will also:

- support decisions on whether learner's results are valid and qualification standards are met.

- recommend whether Centres may have direct claim status (DCS) for qualifications within subject/curriculum area.
- report on their findings and may recommend changes to results, where qualification standards are not met.
- provide appropriate feedback, guidance, and support to Centres.
- identify and report any issues of concern.
- participate in regular standardisation events and training as required.
- deliver feedback on performance of assessments to support the validity of qualifications.

Sampling activity must be as stipulated by Gateway Qualifications' sampling strategy.

Sampling activity will be remote, unless circumstances determine a sampling visit is required to a Recognised Centre.

## Person Specification (Short Listing Criteria)

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### ESSENTIAL AND/OR DESIRABLE IDENTIFIED FROM CV

Subject to the specialist area and level(s) of qualifications to be sampled:

#### QUALIFICATIONS

Subject Specialist EQAs must possess a teaching and/or a quality assurance qualification. As a minimum our EQAs 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

#### EXPERIENCE

- At least two years' experience of qualification delivery including assessment and IQA is required.
- previous job-related experience, or
- previous qualification delivery experience in the curriculum area, and
- recent CPD in the curriculum area, or a combination of these will be sought.
- Using a broad range of software including, Microsoft Teams (email, excel), collaborative file servers, learner registration systems and recognised centre online portfolios and file share systems.

#### KNOWLEDGE AND SKILLS

In addition to the Subject Specialist EQA requirements, generic 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.
- the ability to recommend good practice.
- effective communication skills, both verbal and written.
- Subject Specialist EQAs should also undertake appropriate CPD in their specialist curriculum area.

## ESSENTIAL AND/OR DESIRABLE TO BE ASSESSED AT INTERVIEW

### Personal Qualities

- Willingness to undertake training and development.
- Self-motivated with a flexible approach to work.
- Ability to work in line with the Gateway Qualifications values.

### Knowledge and Skills

- Ability to work on own initiative.
- Ability to work independently.
- Ability to work to deadlines.
- Good written and oral communication
- Accuracy and attention to detail
- A commitment to providing excellent customer service.

## Equipment and Support

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- In order to successfully fulfil this role, you must have access to a laptop/desktop computer, high speed internet connection and the ability to use Microsoft applications.
- When you start working with us you will be required to attend an induction and some initial training sessions. We offer these via webinar wherever possible but sometimes you may be required to travel to a venue.
- You will be expected to participate in annual training and commitment to participation in monthly communication and update sessions.
- As part of your role, you may be required to travel to attend Recognised Centres, or events. A driving licence and access to vehicle, or access to a good public transport network is necessary.

## Working with Us

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All Wider Workforce are expected to create an environment of service excellence by engaging and thinking from the customers perspective and being highly motivated to deliver outstanding customer service. You will be expected to be aware of and comply with all relevant policies, processes, and procedures of the organisation.

We are a business that is also a charity, and we all take pride in our main role of supporting our centres. It's a key part of what we do.

We've been through a lot of changes in the last five years, and no doubt there will be more to come as the qualification marketplace evolves, but we are a team who can embrace change and are adaptable and innovative.

## Our Company Values

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**We believe in involving our staff in all aspects of the business.** We asked them to choose our values and behaviours so that it means something. We expect everyone to demonstrate these in their everyday work when representing Gateway Qualifications.

All staff and Wider Workforce are expected to carry out their work in line with the organisation's values of:



**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**

Striving to do things right every time.  
Taking pride in what we do  
Continuously improving