

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. As an equal opportunity employer, 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.

Important Information

Role Title	External Quality Assurer (EQA)
Division/Department	Awarding / Quality and Standards
Contract Type	Contract for Services (Self-Employed Contractor)
Working Hours	Variable
Location	Remote with occasional travel to partner institutions and centres

Specialism

Gateway Qualifications is regulated by Ofqual and Qualifications Wales. As a member of our Wider Workforce (WWF) you will play an important role in ensuring qualifications standards are met as part of our regulatory obligations.

- [Types of Qualifications we Offer](#)
- [Access to Higher Education Qualifications](#)
- [End Point Assessment](#)

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

All our WWF members require specialist knowledge, skills and understanding in a given curriculum area(s) and commitment to and evidence of continuous professional development (CPD) in your chosen specialist area(s).

Role Purpose

Gateway Qualifications is regulated by Ofqual and Qualifications Wales.

As an EQA you will complete sampling to ensure that assessment judgements are in line with the qualification requirements.

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. 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

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. 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.

Maintaining Qualification Standards

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

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.

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

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

In addition to this, the 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 (*criteria for shortlisting and interviewing*)

Qualifications & Continuous Learning

EQAs must hold a teaching and/or quality assurance qualification. As a minimum, they must possess one of the following (or equivalent):

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

Knowledge, Skills and Experience

- Minimum two years' experience in qualification delivery, including assessment and IQA.
- Previous job-related experience or qualification, and delivery experience in the curriculum area.
- Recent CPD in the specialist curriculum area (or a combination of the above).
- Skilled in interpreting assessor and IQA feedback and verifying accuracy.
- Experience using a range of digital platforms, including:
 - Microsoft Teams
 - Email and Excel
 - Collaborative file servers
 - Registration systems
 - Centre online portfolios and file-sharing systems
- Strong evaluative and analytical skills.
- Ability to make independent, objective decisions.
- Ability to identify and recommend good practice.
- Effective verbal and written communication skills.
- Strong accuracy, attention to detail, and effective synoptic judgement.

Personal Qualities

- Willingness to undertake ongoing CPD, training and development in specialist areas.
- Self-motivated with a flexible and proactive approach to work.
- Ability to work independently, on own initiative, and to deadlines.
- Ability to work effectively within Gateway Qualifications' values.
- Commitment to excellent customer service.

Please see the separate fact sheets for the requirements for specific subject areas

General Statement

All staff and 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.

All staff and Wider Workforce are expected to be aware of and comply with relevant policies, processes, and procedures of the organisation.

All staff and Wider Workforce are expected to carry out their work in line with the organisation's values of Partnership, Integrity, Originality, and Quality.

See the General Wider Workforce Information Pack for more details.