

NVQ/QCF Internal Verifier - IQA/IV (Health and Social Care)

Salary: £23,000

Based: Bradford /Devon, Cornwall / Bristol / Cardiff, Newport - 4 X Roles

Job Type: Permanent, Full-time

t2 Group is one of the UK's leading training and coaching organisations.

Established in 1996, we have grown to become one of the largest training providers in Wales and the South West of England.

Following a recent Grade 1 Outstanding OFSTED Inspection – the highest possible grade awarded by OFSTED we are looking to further strengthen our quality team.

We are looking for a qualified and experienced Internal Verifier, specialising in Health & Social Care, to join our established team.

Role Purpose:

To maintain quality assurance in line with awarding organisation requirements and t2 quality assurance operating procedures.

Key Responsibilities:

- Maintain T2 internal quality assurance procedures as detailed within T2's internal quality assurance strategy and grading guidance
- Monitoring Assessors in line with internal verification strategy
- Compliance with all awarding organisation requirements
- Internal Verification records to contain correct feedback as per T2's internal quality assurance procedures
- Verification to be completed timely. Interim files to be verified within 5 days and summative files to be verified within 2 days of receipt from assessor
- Standardisation sessions to be delivered to caseload of Assessors as per company training plan
- Monitor overstays and action plans to be in place for all overstays within your allocated caseload of Assessors
- Monitor attainment rates within your allocated caseload of Assessors. Action plan to be in place for those Assessors not meeting required company targets of attainment
- Monitor suspensions within allocated caseload of Assessors and provide support to ensure that funding end date is not exceeded without achievement
- IQA's to show development of Assessors with all Assessors being supported and developed towards 'green' grading
- Communication with IQA manager and colleagues to be open and honest, with timely responses to requests and e mails
- Manage the quality assurance handover procedure to ensure all portfolios are accounted for when a Assessors leaves
- Comply with company Health and Safety procedures
- Comply with company Equality and Diversity procedures

Skills & Experience required:

- Qualified to Verifier level (D34/V1/L4 TAQA)
- Relevant occupational background and experience
- Excellent planning and organising ability
- Effective relationship management experience
- Demonstrable experience of training, coaching and motivating others
- Proven track record of consistently achieving/exceeding target outcomes
- Exceptional communication skills
- Strong administration capability with a keen eye for detail
- Outcome focussed problem solver
- Solid negotiating and influencing skills

Additional Information:

Salary up to £23,000 depending on experience. 25 days holiday per annum plus Bank Holidays. Business travel and parking expenses are covered by the company.

You must have your own transport, a Broadband connection at home and car insurance covered by business class. A laptop and mobile phone will be provided.

If you have the relevant experience and qualities outlined above, please send your CV with a covering letter to hr@t2group.co.uk or by post to the HR Department, Melrose Hall, Cypress Drive, St Mellons, Cardiff, CF3 0EG.

We are IIP accredited and are committed to equality of opportunity and diversity.

Further information about t2 Group is available at www.t2group.co.uk