



VTCT

Job Title: Quality Lead-Apprenticeships

Location: Home based

Vocational Training Charitable Trust (VTCT) is a specialist awarding organisation (AO) and current market leader in the Hair and Beauty sectors. Launched in 1962, it offers vocational and technical qualifications, including apprenticeships, in a range of service sectors.

As a market leader in the creative industries, VTCT has a strong commitment to its core charitable objective: the advancement of education in the UK and internationally for over 100,000 learners and apprentices.

As the world changes, so too do the requirements of education and VTCT plays a vital role in enhancing vocational and technical education standards, championing this work in UK parliament, being a voice for the education of the next generation, not just in the UK, but globally. With a strong vision and an experienced leadership team, we have created an environment ready to embrace the challenges of a new era for the organisation. Our ambitious five-year corporate strategy gives us a strong position from which to find team players ready to join us on this exciting journey.

The Quality Lead (Apprenticeships) is responsible for leading a dedicated field-based external quality team dedicated to supporting a category of assessment types, across a variety of sector subject areas. The Quality Lead is responsible for the recruitment, ongoing monitoring, training, development and standardisation of an allocated field-based quality team as part of VTCT's ongoing commitment to high-quality assessment.

The Quality Lead supports an allocated field-based quality team, in conjunction with VTCT's Head of Quality, and through the dissemination of good practice by supporting a standardised and consistent approach to assessment and external quality assurance.

Principal responsibilities include:

- Lead on the recruitment, selection, induction and ongoing training of a field-based quality team.
- Lead on allocations and rotations for the designated assessments and quality assurance.
- Lead on the design, development and maintenance of processes and procedures including template reports and forms.
- Lead on the planning and delivery of mandatory standardisation activities and meetings
- Lead a field-based quality team.
- Manage a sampling plan of accompanied visits and a programme of performance monitoring to contribute to improved performance and ensure consistency and reliability of assessment decisions.
- Monitor and review quality reports, and conduct trend analysis activities.
- Conduct visits as part of the approval process to ensure that centres have the required facilities and resources in place.
- Conduct external quality and assessment activities.
- Produce and review quality reports to ensure accuracy and consistency of decisions.
- Keep up to date with policies and procedures
- Contribute to the design and implementation of reporting systems, policies and procedures.



- Be responsible for responding to all general enquiries relating to designated assessment type
- Monitor CPD activities and requirements for the field-based quality team
- Lead on any related complaints and appeals investigations
- Attend related external meetings as VTCTs' representative
- Undertake training as necessary to maintain current with requirements
- Provide key performance indicator updates as required

The successful candidate must have:

- Have up to date knowledge of relevant assessment criteria.
- Have expertise in assessment principles and practice.
- Have a working knowledge of the regulations and requirements for conducting external assessment and quality assurance activities.
- Must have access to, and be engaging with continuous professional development activities relevant to a vocational specialism.
- Occupational competence in a vocational specialism.
- Proficient IT skills including Microsoft Outlook and Word
- Excellent interpersonal, verbal and written communication skills, particularly with ability to engage learners, apprentices and staff on quality assurance topics.

Excellent organisation and time management skills

It would be desirable for the successful candidate to have:

- Have expert knowledge of vocational assessment principles.
- Hold advanced qualifications in a vocational specialism

This full-time post attracts a generous package of terms and conditions including 26 days holiday per annum and a group stakeholder pension.

To apply: please send us your comprehensive CV including full work and educational history to recruitment@vtct.org.uk

Closing date: Midday on Monday 29 July 2019

Interviews: Friday 9 August 2019

The group of VTCT companies includes: the charity VTCT through which main Board business and governance is transacted; Digital Assess Software Ltd which is a wholly owned trading subsidiary of VTCT; and EMS Ltd, t/a ITEC, a wholly owned trading subsidiary of VTCT.