



Skills Training UK

training in a different class

Quality Assurer (Management and Business Services)

Salary: £ negotiable

Application Deadline: 10/12/2018

Details

Purpose of the Role:

- Support and drive continuous improvement in all aspects of quality assurance across business functions
- Influence and support managers and colleagues to ensure standards are met or exceeded and developed to improve performance, focusing on operational excellence, quality, and teaching, learning & assessment
- Work with internal and external stakeholders to design effective learning programmes, integrating appropriate Apprenticeship Standards and other resources as required
- Provide proactive expert information, advice and guidance on programme content that drives quality, compliance and provides an excellent learner journey for all stakeholders

The ideal candidate will have:

- A comprehensive understanding of and experience in quality assuring apprenticeship teaching, learning and assessment practices in Management and Business Services occupational sectors
- Experience of Leadership and Management skills through previous job roles
- Minimum of two years relevant industry experience up to level 5 equivalent.
- Minimum 2 years' experience in a Quality Assurance role within work based learning
- Experience of sampling new standards and EPA process
- Detailed knowledge of apprenticeships and Government funded programmes
- Experience in delivering in line with Ofsted and ESFA requirements
- Hold excellent analytical and report writing skills (desirable)
- Experience of designing Apprenticeship programme resources including delivery models, schemes of work and lesson plans (desirable)
- Knowledge of knowledge immersive digital technologies, interactive media, digital programme design development (preferred)
- Effective communicator with strong written and oral communication skills, as well as the ability to present information clearly and concisely to a variety of audiences
- Be able to work remotely and as part of a team and manage time effectively
- D32/33/A1/TAQA
- D34/V1/IQA



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- Functional skills in level 2 Maths and English (desirable)
- Minimum of PTLLS or other recognised teaching qualification

Other role requirements:

- Ability to demonstrate innovation and creativity in one's own teaching, learning and assessment practice
- Ability to demonstrate up to date industry skills and knowledge to include relative legislation knowledge
- Ability to develop, facilitate and present structured standardisation best practice activities
- IT literate in Word, Excel, MS Outlook and video conferencing software
- A willingness to travel nationally
- Demonstrate a high level of organisational skills and maintain confidentiality and professionalism
- Full clean driving licence

Based: Home-based, with national coverage

Benefits

Holidays, Pension, Expenses, Flexible Benefits

Notes

National role (ideally based in the Midlands)

To apply or discuss this vacancy please contact:

Anthony Melia

Head of Quality

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