

Business IQA

Description

We are looking to hire a Part-Time (up to 2 days) Business IQA to monitor our delivery of education to our learners undertaking apprenticeships in the following qualifications:

- Management
- Team Leader
- Associate Project Management
- Customer Service
- Business Administration

The successful candidate will monitor our educators to ensure they maintain awarding body standards when assessing students. The ideal candidate will be outgoing, friendly and adaptable, with excellent communication skills and high expectations.

Overall, we are looking for somebody with a business background who is passionate about young people and education.

Salary: £25,000 to £28,000 per annum pro rata, dependent on experience qualifications.

Responsibilities

Responsibilities include:

- To sample records of Educators to monitor consistency of assessment standards
- Supporting Educators through guidance and advice
- Making sure that opportunities are made for each candidate to achieve the required elements of competence
- Conducting standardisation training as requested by the Training Manager
- To ensure Academies give open access and equal opportunities to all students
- To monitor students' progress and address problems as soon as they are identified by liaising with the Educator

Person Specification

Experience –

Essential:

- Experience working in a business environment

Qualifications

Essential:

- Industry specific Level 3 qualification
- CIAVA (Certificate in Assessing Vocational Achievement)
- Internal Quality Assurance Qualification

This role will require a commitment to safeguarding and the postholder will undergo

Hiring organization

Heart of England Training

Reference: BUS-IQA-04/2024

Salary: £25,000 to £28,000 per annum pro rata, dependent on experience qualifications.

Please download a copy of the Application form and full Job Specification here to submit your application –

[Application for Employment – E-copy](#)

[Job Description – IQA](#)

Please send CV and Application Form (download this), make sure this outlines how you meet the person specification of the job description to careers@hoet.co.uk

Job Location

Eleven Arches House, CV21 1FD, Rugby

training for health & safety, safeguarding, prevent and EDI (Equality, Diversity and Inclusion) and GDPR.

Job Benefits

We offer full training and support, plus a competitive salary. Monday to Friday, 9.00am–4:30pm working hours (FT), travel expenses, company pension scheme, health care scheme, 33 days holiday allowance (FT inc bank holidays) rising to 38 days after 'time served' period (PT holidays Pro Rata) and ongoing development opportunities.

Interested in this position?

Please send Application Form (download this), make sure this outlines how you meet the person specification of the job description and CV to careers@hoet.co.uk

We do reserve the right to close this advertisement early if we receive a high volume of suitable applications