

**EMPLOYER: City & Guilds**

**QUALIFICATION: Level 3 Diploma in Small Animal Veterinary Nursing (7457-33)**

**ROLE: Veterinary Nursing Theory Exam Awarding Panel Member (Small Animal)**

City & Guilds is the leading vocational awarding body in the UK, offering more than 500 qualifications over 29 industry sectors, through 8500 approved centres in around 100 countries worldwide.

The **Level 3 Diploma in Small Animal Veterinary Nursing (7457-33)** is for learners who work or want to work as Veterinary Nurses in the Veterinary Nursing sector. It is designed to support the preparation of Veterinary Nurses for professional registration on the Royal College of Veterinary Surgeons Register of Veterinary Nurses. It is mandatory for those seeking entry to the RCVS Register to be in possession of an 'approved qualification'. The Level 3 Diploma in Veterinary Nursing falls into this category.

The awarding meeting is chaired by the Principal Examiner. At the meeting, awarding panellists review evidence and identify the mark level achieved by the minimally competent candidates, by consensus. Panellists also review evidence representing previously agreed minimally competent candidates work (an 'archive') to inform their decisions. The pass mark for each exam series is then set.

Awarding panel members will:

- Prepare for awarding meetings in advance, including any exam script reviews, written commentary or discussions
- Participate in awarding meetings either face-to-face or remotely, providing justifications for their judgements on candidates work
- Complete any follow-up work required after the awarding meeting
- Maintain strict confidentiality before, during and after the awarding meeting

Awarding panel members may not be needed for each and every awarding meeting.

Successful applicants will:

- be an experienced registered veterinary nurse (RVN) or experienced registered veterinary surgeon (RVS) and maintain this status throughout their tenure
- have current knowledge of the UK examination system
- have teaching or assessment experience in the relevant subject and level
- have a high level of recent, relevant subject knowledge in order to apply the mark scheme
- be computer literate
- have access to a secure PC with a firewall, up to date anti-virus software, private broadband access and a personal, private e-mail account

- have good written and verbal communication skills
- be able to follow procedures accurately and reliably
- be able to work to fixed timescales
- be passionate about vocational education and helping people reach their full potential.

If you think that you meet these criteria, please send your current CV and covering letter to [associate.recruitment@cityandguilds.com](mailto:associate.recruitment@cityandguilds.com) quoting reference **CG/7547/EQ/Awarder** for consideration.

Application closing date – **Friday 01 December 2019.**