

EMPLOYER: City & Guilds

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

ROLE: Veterinary Nursing Theory Exam Principal Examiner (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 successful Principal Examiner will:

- Produce examination papers and associated mark scheme for the two synoptic question papers ('Paper 1' and 'Paper 2') and the Anatomy and Physiology question paper ('Paper 3') each year
- Participate in Question Paper Evaluation Committee (QPEC) meetings
- Prepare for and lead standardisation of Marking Examiners meetings
- Monitor, standardise and sample the work of Marking Examiners
- Prepare for and participate in awarding standard setting meetings
- Produce a report for the awarding meeting on the performance of the examination including recommending preliminary mark ranges for the judgemental grade boundaries
- Compile the Examiner's Report for written question papers
- Advise on queries and enquiries concerning the question paper as requested by City & Guilds
- Review candidates scripts where the candidate has appealed their result
- Participate in meetings related to the subject at the request of City & Guilds
- Attend training and regular meetings to ensure best practice is adhered to
- Undertake training as requested by City & Guilds
- Provide advice and guidance to City & Guilds' staff regarding all aspects of the examination.

Successful applicants will:

- be paid £150 for each approved question paper and marking scheme written

- 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
- 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 quoting reference **CG/7547/SA/PEX** for consideration.

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