

Task profile

Associate type:	Principal Moderator for TechBac Technical and Project qualifications
Managed by:	Associate Quality team
Contracted Days:	Days per year to be confirmed, but the peaks of activity will run in November and February and through May to June

Task purpose

- Monitor and support an allocated team of Lead/ Moderators, to ensure a standardised and consistent approach to quality assurance, moderation, feedback and processes
- Contribute to the development and delivery of Lead/ Moderator and Centre training, updates, standardisation sessions and sampling/advisory activities. Develop standardisation materials to support centre marking activity
- Support the Associate Quality team with the recruitment, selection and training of new Moderators
- Produce Principal Moderator reports, reporting on trends and issues identified by moderators, centres and moderator sampling
- Support moderation activity - conduct and document qualification moderation and advisory activities with centres, in line with quality assurance guidelines for Techbac and project qualifications

Key Contracted Responsibilities

1. Standardisation and consistency of the Moderators

Monitor and support an allocated team of Lead/ Moderators, to ensure a standardised and consistent approach to quality assurance, moderation, feedback and processes

Measures:

- Support provided to Lead/ Moderators on quality assurance / marking and moderation activities in line with City & Guilds practice and regulatory arrangements
- Lead/ Moderator risk monitored and managed- moderator activity sampled according to City & Guilds guidance
- Feedback provided within a week of the activity, in order to improve quality of moderation activity within the moderation window
- Lead/ Moderators standardised to ensure that marking, quality assurance practices, policies and procedures are adhered to in line with City & Guilds and regulatory arrangements
- Support standardisation activities so it does not delay moderation activity
- Contribute to the annual moderation review process
- Document Lead/ Moderator risk, sampling activities, outcomes and SMART action planning as appropriate to the Quality Delivery team

2. Development and delivery of training and briefings

Contribute to the development and delivery of Lead/ Moderator and Centre training, updates, standardisation sessions and sampling/advisory activities. Develop standardisation materials to support centre marking activity

Measures:

- Lead/ Moderator and Centre training, Moderator updates, standardisation sessions prepared and delivered as required
- Standardisation training materials support and facilitate the standardisation process for moderators and centres
- Quality assurance, advisory/support activities and materials are created and delivered as required
- Materials are accurate, well written and align to City & Guilds policies and best practice

3. Recruitment, selection and training

Support the Associate Quality team with the recruitment, selection and training of new Moderators

Measures:

- Feedback provided on person specification and skills profile for Moderators within subject area
- Feedback provided on the suitability of potential candidates for Moderators as required
- Support provided with the recruitment and training of new Moderators as required
- Coaching and mentoring support provided to new and existing Moderators, as required

4. Reporting and feedback

Produce Principal Moderator reports for centres, quality teams and Moderators; reporting on trends, issues identified through centre standardisation and moderation process, including guidance to improve quality of activity

Measures:

- Reports compiled with data and intelligence from Moderators and moderation process
- Reports identify quality improvement activity
- Reports are accurate, concise and well-written
- Reports are produced and distributed within agreed timescales
- Visiting Moderation reports are submitted to Quality Delivery within 2 working days
- The Moderation Feedback report is provided to centres by mid-August
- Awarding reports are produced and provided to the Qualification and Assessment Development team prior to the awarding meeting
- Generic centre reports are produced annually for publication on the website by end September

5. Quality assurance moderation, sampling and advisory activities

Where appropriate, moderate centre marking - conduct and document moderation, quality assurance and advisory activities with centres

Measures:

- Quality assurance activity (e.g. sampling, remark of synoptic assessments, validation of unitised assessments and employer involvement) carried out as per moderator guidance
- Synoptic moderation activity to be completed by end of June
- Unitised assessment and Employer Involvement validation to be completed as early as possible and within 3 weeks of submission
- Relevant feedback on centre marking / QA to be gathered during the moderation phase and to feed reports
- Centre risk monitored – where relevant feedback provided to the Principal Moderator / City & Guilds quality team
- Guidance and feedback provided by Principal / Lead Moderator to be applied to all quality assurance activity
- Visiting Moderation activity is carried out as early as possible within the centre's assessment window

LIMITATIONS

Principal Moderators must not be involved in moderation activity in centres where they have an established link.

Principal Moderators must not be involved in the delivery of centre training events if they have been involved in a substantial part of the development of the external test and are likely to know the content of the test.

Principal Moderators must complete and submit a Conflict of Interest declaration form to outline any potential conflicts. This must be updated whenever circumstances change.