



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Quality Assurance Co-Ordinator		
<b>Department:</b>	Education	<b>Section:</b>	Training Centre
<b>Reports to:</b>	Training & Development Manager		
<b>Grade:</b>	D1	<b>Job Code:</b>	252QAC

## Job Purpose

In accordance with the Falkland Islands Training Strategy, to develop and co-ordinate appropriate vocational training courses for the public and private sectors with a particular emphasis on the National Vocational Qualification (NVQ) programme, and, as Quality Assurance Co-ordinator for National Vocational Qualifications, be responsible for ensuring that the Training Centre complies with the NVQ Code of Practice.

## Job Facts & Figures

The Training Centre currently runs NVQ programmes in Care, Customer Service and Administration, Teachers' Assistants' awards, A and V Units, Key Skills and International Vocational Qualifications (IVQ's) for the various trades. This involves setting up a network of assessors, internal verifiers and a number of training providers for each skills area.

## Main Accountabilities:

- Act as Quality Assurance Co-ordinator to ensure that all NVQ programmes meet the standards set by the appropriate awarding bodies. This involves:
  - ensuring that the Centre has the appropriate management systems and resources in place to run the awards;
  - overseeing the assessment and verification processes to ensure that the standards are applied fairly and consistently and comply with the provisions of the Qualifications and Curriculum Authority (QCA) NVQ Code of Practice;
  - ensuring candidates have equal and fair access to assessment and receive adequate support whilst undertaking their award;
  - overseeing the selection, induction and training of assessors and verifiers and supporting their continuing professional development;
  - maintaining a database of all Training Centre activity for NVQs and up-to-date records for all candidates; and
  - maintaining effective communication with the awarding body, co-ordinating external verification visits and taking action to implement the recommendations of external verification reports.
- Assess and Internally Verify NVQ candidates as appropriate within own specialist areas.
- Assist with the design and delivery of other training courses from the Training Wall in areas of knowledge/expertise as agreed with the Training & Development Manager to cater for the learning needs of local residents and to fill any skills gaps identified in locally conducted Training Needs Analyses.
- Undertake such other reasonable duties as directed by the Training and Development Manager (e.g. invigilation of on-line tests and paper examinations) to assist with the efficient running of the Training Unit.

***The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.***



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<b>Additional Information</b>	
<p>Many new vocational training initiatives have been and are continuing to be introduced within the Islands. The success of all training initiatives will very much depend on the post holder, who will be responsible for successfully co-ordinating them. As this is very much a “hands-on” role, the ability to communicate effectively with people and have good organisational skills is critical. Although the post-holder will work closely with the Training and Development Manager, he or she must be a self-starter, having the initiative to see projects through successfully from beginning to end with only a minimum of supervision. He/she must also be able to promote motivation and commitment to training both from those undertaking courses and those providing training/underpinning knowledge.</p> <p>As Quality Assurance Co-ordinator the jobholder must have an eye for detail and an understanding of the need for accuracy and adherence to the NVQ Code of Practice.</p> <p>As is the case for all members of the Training Unit, the job-holder must be a team player and must be willing to attend meetings and contribute effectively to strategic decisions in respect of training and development within the Falkland Islands.</p>	
<b>Criminal Record Checks: (This post is regarded as a sensitive post)</b>	
<p>All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an ‘unspent’ conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).</p> <p>Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers. Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.</p>	



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<b>Person Specification:</b>	Quality Assurance Co-Ordinator		
Criteria	Essential	Desirable	Assessment Method
<b>Education and Qualifications:</b>			
Qualified (A1 and V1 Award or equivalent) and experienced Assessor & Verifier with a thorough, up-to-date knowledge of the NVQ process	✓		A/I
NVQ Level 3 qualification in a relevant subject	✓		A/I
<b>Experience/Knowledge/Skills:</b>			
Ideally a minimum of five years' administrative experience, preferably in a role which involved close contact with the public or liaison with various Government departments and private sector organisations	✓		A/I/R
Excellent communication and organisation skills and a genuine interest in training	✓		A/I/R
Computer literate with a working knowledge of Word and EXCEL	✓		A/I/R
Experience of training others either in a group or 1:1 situation or a willingness to undertake training as a trainer	✓		A/I/R
<b>Personal Attributes:</b>			
Lateral thinker with the ability to demonstrate initiative and contribute new ideas	✓		A/I/R

## Method of assessment:

A - Application Form

I - Selection Interview

R - Reference