

Job Description: Qualifications Officer

Permanent

Full Time

Location: Office based, Sale

Reports to: Senior Manager - Qualifications and Assessment

Salary: £18,000 - £24,000 (DOE)

Overview

Qualifications are our products. They make us what we are: an awarding organisation. It is essential that we are constantly striving for improvement where the design, development and delivery of our qualifications are concerned. We are constantly reviewing our approaches to these processes so that we are producing the very best and most relevant qualifications to our learners and others who rely on them.

The main purpose of this role is to maintain the quality of our qualifications and record the process and outcomes of our review process which works on an annual cycle. In addition to this, the Qualifications Officer will need to be an 'expert' on our qualification offer and support the rest of the team with advice and guidance.

This role is perfect for someone who enjoys getting their teeth into a project and really taking ownership of their work. It requires a huge amount of attention to detail and commitment to accuracy.

There is a route for progression with the potential addition of responsibilities and specialisms within the team and the wider business.

Key responsibilities

- Conduct qualification validity reviews in line with an established process.
- Support Qualification Developers (internal or external) with administration tasks surrounding the qualification development process.
- Conduct research into new qualification development proposal or opportunities.
- Maintain accurate and complete records of qualification development, review, and withdrawal.

- Produce and review specifications and other documents associated with our qualifications accurately and in line with regulatory requirements.
- Maintain our database of qualifications to ensure all entries are up to date and accurate.
- Liaise with other departments to ensure all available evidence is fed into the review strategy.
- Approve and monitor endorsed courses for recognised centres.
- Approve and monitor centre devised assessment for recognised centres.
- Review and approve applications for Accredited Prior Learning and Recognised Prior Learning for recognised Approved Centres.
- Review and approve applications for Reasonable Adjustments and Special Considerations for recognised centres.
- Review and approve applications for endorsed learning materials for recognised centres.
- Represent Training Qualifications UK at sector and Awarding Organisation forums for Qualifications.

Other responsibilities

- Develop and maintain an understanding of TQUK internal processes and of the wider educational landscape.
- Respond to internal and external queries for Qualifications and support other teams.
- Maintain in-depth knowledge of TQUK products and services.
- Work to improve and streamline processes and integrate the outcomes of your work.
- Contribute to the maintenance of team Standard Operating Procedures.

Key requirements

- Have excellent verbal and written communication skills.
- High proficiency in English.
- Experience of working with large volumes of written data (research, collection and logging of written data ideally).
- Track record of working in an environment where attention to detail and consistency is paramount.
- Comfortable using Microsoft Software: Outlook, Word, Excel
- Be highly organised and efficient; be able to demonstrate experience of working on multiple projects.
- Be prepared to work in a regulated environment with constant regard to requirements placed upon us by external regulators and TQUK processes and procedures.

Key characteristics

Here are just a few of the essential softer skills you will need to successfully join our team:

- Be confident and ambitious with a "can do, will do" attitude.
- Be well-motivated, enthusiastic and able to work on your initiative.
- Be able to have fun!

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