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| **JOB DESCRIPTION** | |  | |
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| **JOB TITLE** | | | Diploma Moderator | | **Fee: £150** |

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| **KEY RELATIONSHIPS** |

*Internal*

* Deputy Chief Executive
* Director of Quality
* Access Quality Manager
* Centre Lead Moderators
* Diploma Moderators

*External*

* Provider Access Programme Managers
* Provider Tutors and Assessors
* Quality Assurance Agency

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| **REPORTS TO** |

* Access Quality Manager

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| **OVERALL JOB PURPOSE** |

* Ensure that Access to HE assessment processes have been conducted consistently and accurately in accordance with QAA and AVA requirements across providers offering AIM Awards AVA accredited provision
* Support the continuous improvement of AIM Awards AVA accredited provision

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| **KEY RESULT AREAS** |

**External Quality Assurance**

* Through the process of external moderation, in subjects where the role incumbent has appropriate expertise and experience, verify the achievement of students leading to the award of credit for AIM Awards AVA accredited provision
* Visit the provider or carry out remote sampling as contracted within the timescales required by the AVA to audit and review assessment and internal verification arrangements within providers, providing the necessary reports and subsequent action plans.
* Check that the provider is delivering the Diploma according to the AVA approved documentation i.e.
  + the Discrete Diploma Specification (allowing students to meet the rules of combination)
  + the units listed on the Discrete Diploma Specification
* Sample the student evidence, the assessor and internal verification records to ensure that assessment processes have been conducted consistently and accurately in accordance with QAA and AVA requirements ensuring that:
* Named units have been achieved at the required level
* Named units have been achieved through any mandatory forms of assessment
* The QAA Access to HE grading model has been appropriately applied
* The grades awarded are reliable and valid (where grading is permitted).
* Report to the Centre Lead Moderator any disagreement with the assessment or grading decisions of provider staff in a timely manner to enable corrective action to be taken in relation to the work moderated or for the moderators’ feedback to influence subsequent grading practice during the rest of the course.
  + Diploma Moderators do not change grades themselves, but should, where they have concerns, make it clear that they will not sign off indicative grades and that the provider must review them, involving both tutors and internal verifiers.
* Provide verbal feedback of the findings of the moderation visit, to the provider’s subject tutors and internal verifiers
* Offer support and advice to the team delivering the Diploma to ensure that it is fit for the purpose of enabling students to progress to HE courses
* Complete the Diploma Moderator visit report form (in useful detail, with grammatical accuracy and appropriately formal register) highlighting both good practice and concerns and recommending action points to improve and enhance the quality of the programme
* Maintain up to date accounts and records of quality issues, interventions and action plans.
* Participate in training/updating events for Moderators (a minimum of one event each year)
* Participate in subject reviews and standardisation events according to the subject expertise required for the events in the schedule
* Assist the AVA in obtaining appropriate samples of work for standardisation events.

**General**

Have due regard to matters of Health and Safety in the workplace and abide by the spirit and intention of AIM Awards Equal Opportunities Statement at all times.

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| **4. COMPETENCIES (skills, knowledge, experience)** | **Essential** | **Desirable** | **How Checked** |
| **Effective communication** | | | |
| *Communication Skills (written and oral)* | **√** |  | **PS, I** |
| *Persuasiveness* | **√** |  | **PS, I** |
| *Presentation Skills* | **√** |  | **PS, I** |
| *Interpersonal Skills* | **√** |  | **PS, I** |
| *Accurate and consistent record keeping* | **√** |  | **PS, I** |
| *Problem solving skills* | **√** |  | **PS, I** |
| *Analytical and Evaluative skills* | **√** |  | **PS, I** |
| **Focussed Individual** | | | |
| *Initiative* | **√** |  | **PS, I** |
| **Planning and Organising** | | | |
| *Time management* | **√** |  | **PS, I** |
| **Teamwork** | | | |
| *Team Building/Team work* | **√** |  | **PS, I** |
| *Flexibility* | **√** |  | **PS, I** |
| **Equality** | | | |
| *Diversity Orientation* | **√** |  | **PS, I** |
| **5. ADDITIONAL SELECTION CRITERIA** |  |  |  |
| *Familiarity with regulatory standards and their implementation by AIM Awards* |  | **√** | **PS, I** |
| *Working knowledge of AIM Awards AVA provision and quality requirements* |  | **√** | **PS, I** |
| *Understanding of good practice in quality assurance in an educational environment* |  | **√** | **PS, I** |

**How Checked PS** = Personal Statement  **I** = Interview **T** = Task

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| **6. AIM Awards Expectations (***Attitude and behaviours that demonstrate commitment, appreciation, respect and compassion for the wellbeing and success of AIM Awards)* |

* You will be a natural researcher
* Your ego will be the lowest priority
* You will consistently inspire everyone else
* You are all about efficiency
* You happily assume any role at any time
* You solve problems before they become disasters
* You can advocate effectively
* You believe honesty is the best policy
* You come to work because you want to, not have to

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| **Additional information** |

This role will require frequent travel across the country. The role holder must be able to drive and have access to a motor vehicle or be willing to use public transport to undertake moderation duties (second class rail or bus).

**AIM Awards reserves the right to review and amend the content and reporting lines of this contract.**