

Reporting to:

Quality Assurance Manager

Also accountable to the Senior Quality Assurance Manager & Deputy Head of Quality Assurance, Director of Compliance and Quality Assurance

Key Contacts:

Co-ordinators and teaching staff in member organisations and approved centres; Ascentis staff, in particular, Director of Compliance and Quality Assurance, Deputy Head of Quality Assurance, Senior Quality Assurance Manager, , Quality Assurance Managers, Head of Product Development and Innovation, Product Development Managers, Awarding Manager and Awarding Administrators.

Job Responsibility:

1. To work to and support the Ascentis model and process of standards moderation in relation Access subject units, working up to and including Level 3.
2. To undertake the moderation and standardisation of identified subject units throughout the year.
3. To work and support the Ascentis and QAA administrative policies and procedures necessary for accurate award of the qualification.
4. To provide ongoing support, advice, and guidance to all allocated centres.
5. To chair curriculum and standardisation meetings as required.
6. To contribute to the development of examination question papers, as directed by the Ascentis Development team.
7. To report on the performance of centres and learners in meeting the requirements of the Access to HE Diploma award and to make appropriate award decisions.
8. To supply copies of selected learners' evidence on request for Ascentis review of standards
9. Seek feedback from centres to support the regular review of specifications, communicate your recommendations to Ascentis staff, and where appropriate communicate revisions to centres.
10. To be aware of, follow and support all relevant Ascentis policies and procedures specifically but not exhaustively, Malpractice and Maladministration, Conflicts of Interest, Customer Service Standards, General Data Protection Regulation (GDPR), Equality and Diversity, Appeals, Reasonable Adjustments and Special Considerations, Recognition of Prior Learning.
11. To complete required documentation and reports within 5 working days of a moderation activity.
12. To participate in training and standardisation activities, including centre events and accompanied visits.
13. To support with centre recognition activities and centre quality reviews, including visiting centres where necessary
14. To keep up to date with developments within relevant subject / sector area.
15. To apply the Ascentis Professional Conduct policy to all aspects of work as a Subject Moderator.
16. To follow all policies and procedures in relation Subject Moderator communication.

Key Attributes (E-Essential, D-Desirable, P-Potential):

1. A degree related to the subject area (E)
2. Demonstrable experience in adult, further or higher education (E)
3. Qualified and experienced in teaching subject area at L3 or above (E)
4. Relevant and current subject knowledge of areas of moderation (E)
5. Experience of moderation for subjects at Level 3 or above (E)
6. Ability to work as part of a team (E)
7. Ability to work independently to specified standards (E)
8. Excellent communication, written, verbal, IT and interpersonal skills (E)
9. Able to identify and express quality issues concisely (E)
10. Ability to meet deadlines (E)
11. A customer focused approach (E)
12. Excellent organisational and administrative skills (E)
13. Have access to a secure PC with a firewall, up to date anti-virus software, private broadband access (E)

N.B. Moderators must be external to an institution where they undertake moderation and must not hold any position in a receiving institution, such as a university, which could create a conflict of interest or limit students' progression opportunities (for example, through direct involvement in admission decisions for students progressing from an Access to HE course). Any conflicts of interest must be declared to the Deputy Head of Quality Assurance.