

Job Title: External Quality Assurer (EQA)
Specialisation: Recruitment

The EQA role requires a highly professional candidate who values the high standards VTCT group have for their qualifications. In this role, you will be allocated to centres providing courses within your specialisation in order to ensure the qualification integrity and report potential instances of maladministration or malpractice that can be further investigated.

Vocational Training Charitable Trust (VTCT) is the UK's market-leading specialist vocational and technical Awarding Organisation (AO) and End-Point Assessment Organisation (EPAO) for hair, beauty, aesthetics and complementary therapies as well as a number of qualifications in sports therapy, fitness, and learning and development. Our qualifications are delivered under three brands: VTCT, iTEC and Skillsfirst, covering over 2,500 centres worldwide with over 120,000 learners and apprentices every year.

As an equal opportunities employer we are always looking out for exceptional talent to join us; so if you are passionate about education and want to work in a vibrant environment with people who believe in our mission to advance education for the public benefit, please apply and support our charitable objective; the advancement of education in the UK and internationally.

Benefits:

- Access to an online retail discounts platform
- Access to an online training platform with many hand-selected courses
- Flexibility to work around your schedule
- Emphasis on a positive work/life balance
- Holiday paid as you work allowing you to take time off when you want.

Principal Responsibilities:

- Plan, organise, and conduct external quality assurance verification monitoring activity to allocated centres. Maintaining an overview of centres allocated.
- Produce full and accurate verification reports
- Monitor centre claims
- First point of contact for centre inquiries, supporting these requests to resolution
- Attendance in standardisation events and meeting required CPD
- Work with your designated VTCT line manager to ensure your understanding of the role, responsibilities and allocation.

Essential Criteria

- Excellent communication, presentation and interpersonal skills
- Level 4 External Quality Assurance Qualification
- Assessor, IQA Award Qualification or quality assure qualifications between levels 1 to 5
- Level 3 or 4 Qualification within Recruitment
- In-depth knowledge of qualification structures
- Adequate IT skills and the ability to work remotely or from home
- No conflict of interest in relation to this role.

Applicants that cover the essential criteria will and requirements of the roles will be contacted to ensure this is the role for them before they are invited to interview. If you would like more information before you apply please email recruitment@vtct.org.uk for more information. Alternatively, please provide your details in our [online form](#) stating which role you would like to apply for.