

Access to HE Moderator

 gateway
qualifications

learning your way

About Gateway Qualifications

At Gateway Qualifications our focus is on creating the highest levels of in-demand qualifications which are accessible to everyone enabling all learners to thrive. To do that, we want people working with us who represent and reflect the diversity of everyone in the UK. As an equal opportunity employer, we therefore encourage applications from people of all backgrounds and are committed to employment practices that promote diversity and inclusion.

Our expert teams have been supporting providers and changing futures for more than 30 years.

As an Awarding Organisation we offer a wide range of Regulated Qualifications, Apprenticeships and Access to HE Diplomas and can develop new qualifications and quality assure in-house training.

Role Details

If you are interested in this vacancy, you will be able to make an application via our Careers page. **Please ensure you attach your CV and a Covering Letter explaining why you are suitable for the role.**

The closing date for applications will be midday on 30 September 2024. We reserve the right to close this vacancy early if we receive sufficient applications for the role. We may also consider applications as they arrive and may start interviewing prior to the closing date. Therefore, if you are interested, please submit your application as early as possible.

Interviews will be online via Microsoft Teams.

Please note that you must have proof that you have the right to work and live in the UK.

Division/Department	Awarding / Access to HE
Contract Type	Contract For Services
Location	Remote
Rate of Pay	Variable
Working Hours	Variable

Role Purpose

- To act on behalf of Gateway Qualifications acting as the Access Validating Agency (AVA) to:
 - Verify, through the process of external moderation, the achievement of learners leading to the award of credit for the Access to HE Diploma.
 - Ensure the quality and consistency of provision within and across Centres offering the Access to HE Diploma.
 - Support the continuous improvement of Access to HE Diploma provision.

Responsibilities and Accountabilities

- Carry out the process of external moderation for specified Access to HE Diplomas across a Centre or Centres.
- Visit Centres if stipulated on the work profile.
- Ensure the Access to HE Diploma is delivered in accordance with the approved specifications and that Centres comply with the AVA's Criteria and Quality Standards.
- Sample assessment activity to ensure practice is fair, robust, and consistent and in line with QAA and the AVA requirements.
- Ensure that Centres remain compliant with the conditions of approval.
- Actively contribute to AVA standardisation activity, participating in, and contributing to at least one standardisation event annually.
- Monitor and report on internal moderation for the Centres / curriculum areas for which they are responsible.
- Attend induction and training as required by the AVA.
- Produce and submit rigorous and robust moderation reports to the AVA in a timely fashion.
- Verify the award of credit to learners.
- Respond promptly to requests from the AVA for information relating to moderation activity.
- Provide critical advice to Centres and the AVA in order to support the continuous improvement of Access to HE Diploma provision.
- Act in a professional manner when performing moderation duties and not bring the AVA or the Access to HE provider into disrepute.
- Comply at all times with the AVA's Code of Conduct for External Moderators.

Person Specification (Short Listing Criteria)

ESSENTIAL AND/OR DESIRABLE IDENTIFIED FROM CV

Qualifications

- Appropriate qualifications for the subject area / target group / sector to be moderated.

Experience

- Recent experience of working in Further Education and/or Higher Education
- Recent experience of involvement with internal moderation / verification.

Skills

- Expert subject knowledge at level 3 or above in the subject area to enable the differentiation of standards of student performance.
- Sound understanding of assessment and internal verification processes.

ESSENTIAL AND/OR DESIRABLE TO BE ASSESSED AT INTERVIEW

Personal Qualities

- Empathy and understanding of the needs of those returning to education.
- Good communication and interpersonal skills.
- Committed to the aims and ethos of Gateway Qualifications acting as the Access Validating Agency.
- Willingness to undertake training and development.
- Willingness to travel in order to undertake moderation duties.

Knowledge, skills, and experience

- Ability to make sound, impartial judgements about the quality of provision and learner performance.
- An understanding of the Access to HE Diploma is desirable, but full training will be provided.
- Ability to be analytical and objective.
- Ability to provide constructive support and advice.
- Sound reporting skills.
- Word processing and IT skills.

Equipment and Support

- In order to successfully fulfil this role, you must have access to a laptop/desktop computer, high speed internet connection and the ability to use Microsoft applications.
- When you start working with us you will be required to attend an induction and some initial training sessions. We offer these via webinar wherever possible but sometimes you may be required to travel to a venue.
- You will be expected to participate in annual training and commitment to participation in monthly communication and update sessions.
- As part of your role, you may be required to travel to attend Recognised Centres or events. A driving licence and access to vehicle, or access to a good public transport network is necessary.

Working with Us

All Wider Workforce are expected to create an environment of service excellence by engaging and thinking from the customers perspective and being highly motivated to deliver outstanding customer service. You will be expected to be aware of and comply with all relevant policies, processes, and procedures of the organisation.

We are a business that is also a charity, and we all take pride in our main role of supporting our centres. It's a key part of what we do.

We've been through a lot of changes in the last five years, and no doubt there will be more to come as the qualification marketplace evolves, but we are a team who can embrace change and are adaptable and innovative. We also have fun too!

You can read all the information about [Gateway Qualifications on our website.](#)

Our Company Values

We believe in involving our staff in all aspects of the business. We asked them to choose our values and behaviours so that it means something. We expect everyone to demonstrate these in their everyday work when representing Gateway Qualifications.

All staff and Wider Workforce are expected to carry out their work in line with the organisation's values of:



Partnership

Working together
Supporting teamwork across the organisation
Communicating, listening, supporting, and collaborating



Integrity

Behaving ethically, with openness and honesty
Trusting and respecting each other
Taking ownership of our performance



Originality

Embracing change
Thinking creatively and innovating
Encouraging positive risk taking



Quality

Striving to do things right every time.
Taking pride in what we do
Continuously improving