

	Job description: Counselling Qualifications Professional
Reporting to:	Qualification Service Manager
Responsible for:	N/A
Team:	<ul style="list-style-type: none"> • Counselling Qualification Professionals Team
External contacts:	<ul style="list-style-type: none"> • External verifiers • External assessors and moderators • Centre tutors and managers
Purpose:	To have general accountability for qualifications, including external assessment, internal verification, and standardisation of external assessors and moderators, and tutors. To be involved in all aspects of centre and tutor support, ensuring that they are enabled to deliver high quality qualifications.
Responsibilities:	
General accountability for qualifications	<ul style="list-style-type: none"> • Approving applications for centre/qualification approval • Approving tutor CVs and course design • Assessment and moderation for counselling qualifications • Annual review of counselling qualifications, recommending changes, and revising documentation
Contingency	<ul style="list-style-type: none"> • Approvals in progress for standard and tailor-made qualifications would be taken on by QSM, or another CQP • CVs can be approved by any other CQP • External assessment papers do not change annually but any immediate requirements could be met by QSM or other CQP. Past papers, guides and reports are available from the EA Service Manager. • Overseeing of the assessment and moderation process would be carried out by another appropriately CQP, including checking consultancy feedback.
Assessment	<ul style="list-style-type: none"> • Liaise with External Assessment Service Manager to plan resources and dates for external assessment • Assessor and moderator recruitment, training, and standardisation • Maintaining the integrity of assessment by boundary management in assessor/moderator teams and in centre applications • Approving results prior to certification • Responding to external assessment enquiries and appeals • Reporting on external assessment for the Qualification Service committee and CPSO • Implementing agreed quality control systems for external assessment • Update external assessment material as required
Contingency	<ul style="list-style-type: none"> • Assessor and moderator issues can be overseen by the QSM and CPSO. The EA Manager has contact details and dates of assessments, standardisation meetings and results timetables. External assessment enquiries and appeals can be managed by another CQP in conjunction with EA Co-ordinator • QSM or other CQPs can oversee quality control system • CPSO, QSM and EA Service Manager can approve achievement

General duties	<ul style="list-style-type: none"> • Contributing to planning and delivery of tutor standardisation days • Making recommendations via general reporting structures • Developing, approving, and independently verifying assessment of specific tailor-made qualifications (as required and agreed) • Centre support via telephone, e-mail, and occasional visits • Centre induction visits as required • Contribution to development of QS processes and attending QS meetings • Undertaking development project work as specified by QS or the Operational Management Team • Occasional External Verification visits by agreement with the Senior Verifier and Chief Professional Standards Officer • Contributing to the management of quality problems • Occasional teaching/training by agreement • Other areas of the business as and when required and with absolute regard for primary responsibilities
Contingency	<ul style="list-style-type: none"> • Other CQPs and the Qualification Administration Co-ordinator would take on the tasks associated with document changes and standardisation training • Tailor made approvals involve at least one other CQP who could carry forward the process. • Centre support, induction visits, EV visits, participating in quality problems would be shared out amongst the CQPs. QSM would liaise with the Quality Assurance and Standards Team who keep details of EV visits, dates and contacts. External subject consultants and EVs may be approached for additional support if required.
<p>To meet the needs of the business this job description may be updated or amended, and the Counselling Qualifications Professional will be required to complete all reasonable duties as would be expected with type of role, as directed by a manager</p>	
<p>This job description links to responsibilities under the following General Conditions of Recognition:</p> <ul style="list-style-type: none"> • B6 Co-operation with Ofqual • B7 Compliance with regulatory documents • B8 Compliance with undertakings given to Ofqual • C2 Arrangements with centres • D1 Fitness for purpose of qualifications • D2 Accessibility of qualifications • D3 Reviewing approach • D4 Responding to enquiries and complaints procedures • D5 Compliance of qualifications with regulatory documents • D6 Compliance of units developed by others with regulatory documents • D7 Management of the withdrawal of qualifications • D8 Making available information to help meet teachers' needs • E1 Qualifications having an objective and a support • E2 Requirements on qualification titling • E3 Publication of a qualification specification • E4 Ensuring an assessment is fit for purpose and can be delivered • E5 Assurance that qualifications comply with the conditions • E6 Submitting qualifications to the register • E7 Total Qualification Time • E8 Credit • E9 Qualification and components levels • E10 Recognition of prior learning • G1 Setting the assessment • G2 Language of the assessment • G3 use of language and stimulus materials • G4 Maintaining confidentiality of assessment materials, including the conduct of specified training 	

events

- H1 – Marking the assessment
- H2 – Moderation where an assessment is marked by a centre
- H3 – Monitoring the specified levels of attainment for a qualification
- H4 – Adjudication by Ofqual of specified levels of attainment for a qualification
- H5 – Results for a qualification must be based on sufficient evidence
- I1 – Appeals process
- I2 – Compliance with Ofqual’s appeals and complaints process

Updated 21st June 2022

Selection Criteria

Essential	Desirable	Evidenced
Educated to degree level 6 or equivalent		
Experience of delivering CPCAB counselling programmes at minimum Level 4	Experience of delivering counselling programs	
Ability to make professional judgements		
Experience as counselling practitioner and supervisor		
Experience as an assessor	Experience as a verifier/moderator	
Evidence of relevant CPD/recent or current therapeutic practice		
Ability to work autonomously		
Self-motivated		
Excellent verbal and written skills		
Attention to detail		
Understanding of current counselling landscape and regulatory bodies		
Collaboration skills and working effectively in a team		
Demonstrate exceptional standards of confidentiality and integrity		
Flexible and approachable		