



## **JOB DESCRIPTION FOR EXTERNAL VERIFIER (EV)**

This part-time freelance post offers the opportunity to be a key member of the CPCAB external verification team.

### **External verification**

Duties include:

- visiting each allocated centre during the autumn term of each academic year and, as a result of the findings from the visit, producing a CPCAB External Verification report;
- visiting each allocated centre later in each academic year and, as a result of the findings from the visit, producing a CPCAB External Verification report;
- returning completed EV reports to head office within **14 days** of a centre visit;
- attending **one** of the CPCAB tutor standardisation training sessions during the autumn term of each teaching year;
- attending at least one of the EV training days held in the autumn and spring term each year.

### **General**

The EV will:

- provide his/her service within the framework of, and in accordance with, the document 'Guidance to the external verification of CPCAB qualifications';
- work to the standards of TAQA award (level 4 EQA qualifications)<sup>1</sup> or equivalent.
- consistently strive to develop a professional working relationship with centre personnel whilst monitoring and evaluating the centre's performance against the relevant criteria;
- promote the understanding of CPCAB's vision and values in his/her dealings with centres;
- contribute to the development and improvement of the centre provision and EV service;
- work with the CPCAB Senior Verifier who will provide written feedback on performance on an annual basis.

## **RELATIONSHIPS AND CONTACTS**

### **Your line manager**

- Senior Verifier (Alexis De Winter)

### **Internal contacts**

- Head of Qualifications (Kelly Budd)
- Centre Service Manager (Jackie Rice)

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<sup>1</sup> TAQA – Training, Assessment, Quality and Assurance

**External contacts**

- Course co-ordinators
- Tutors
- Examinations officers
- Students

**Experience required**

- Counselling practitioner training.
- Experience as counselling trainer to practitioner level (minimum level 4)
- Experience as moderator/verifier/assessor to meet the standard of the TAQA award (level 4 EQA qualifications) or equivalent.
- Experience in the further education sector.
- Expertise in assessment and awarding procedures.
- Commitment to CPD.

**Personal qualities**

- Enthusiasm and willingness to engage in all aspects of external verification.
- Good communication and interpersonal skills (verbal, telephone, written, e-mail).
- Ability to respond (rather than react) to centre concerns and anxieties.
- Self-motivation and self-direction.
- Experience in teaching counselling to practitioner level (minimum level 4)
- Willingness to maintain a continuing involvement in the practice of counselling or related mental health function.
- Commitment to supporting equality of opportunity in all aspects of service delivery and contact with customers.
- Organisational skills.
- Computer literacy.

**Terms of contract**

£192 fee per visit, plus reasonable travel and subsistence expenses. New EVs are offered the option of an assisted first visit to a centre during the autumn term, accompanied by the Senior Verifier or an experienced EV. An assisted first visit is paid for at the rate of £75 plus travel and subsistence expenses. Telephone monitoring is available during the new external verifier's first year from the Senior Verifier who will also be available for consultation after this period.

Please note that the allocation of EVs to centres is based on operational needs and not personal considerations.

Updated September 2020