|  |  |  |
| --- | --- | --- |
| 1. | Reference | QAA-11-21 |
| 2. | Role title | Qualification & Apprenticeship Approval Assessor |
| 3. | Background | The Welding Institute has a team of assessors supporting the approval of qualifications at level 3 or above which meet the full academic requirements for Engineering Technician (EngTech). Approval Assessors are academics and industrialists with significant expertise and knowledge in their field, who voluntarily support The Welding Institute in order that trainees and graduates with a pathway to registration with the Engineering Council. |
| 4. | Main duties and responsibilities | * Gather and review evidence to make an objective judgement regarding the suitability of courses for approval against Engineering Council learning outcomes, * Contribute to open discussion in an open and constructive manner to support a team in achieving an agreeable outcome, * Be respectful and supportive to all individuals involved in the approval’s process, * Keep up to date with the latest Engineering Council and Welding   Institute individual route procedures and regulations,   * Share best practice and support opportunities for continuous improvement, * Where required, form an approval ratification panel to review and approve other approval submissions as per approval procedures, * Be able to confirm absence of conflict of interest * Complete training and refresher training as required * Abide by equality and diversity legislation. * Observe the proper duties of confidentiality regarding all approval documentation and communications. * To prepare for and conduct the approvals process to agreed timescales. |
| 5. | Person Specification | Approval assessors are expected to have experience in one or more of the following:   * Experience of working with apprenticeships or level three qualifications, understanding of Apprenticeship Standards, Frameworks and/or vocational engineering qualifications, * Understanding of working with apprenticeships and related qualifications from RQF levels 3 to 7. * Further Education quality assurance and/or External Quality Assurance (EQA) for apprenticeship programmes.  Audit experience.   It would be desirable if you are familiar with the Engineering Council’s UK Standard for Professional Engineering Competence (UK-SPEC) standard for EngTech, IEng and CEng, as well as the Approval of Qualifications and Apprenticeships Handbook (AQAH) for EngTech.  In addition, you will:   * Be professionally registered with the Engineering Council. * Be able to interpret and apply guidance, information and standards * Have an understanding and commitment to The Welding Institute and its objectives * Have up to date CPD records |
| 6. | Appointment method | To apply, please complete an expression of interest form found on our website illustrating how you meet the role criteria and along with your CV, send this to theweldinginstitue@twi.co.uk. Forms will be reviewed by our Nominations Panel. |
| 7. | Time commitment | There is no fixed period of appointment. Volunteers are welcome to undertake the role as long as they wish, as long as they maintain their training to keep up to date with Engineering Council and institute policy and regulation. Volunteers may be asked to step down to make way for new appointments in order to keep the assessor pool aligned with the strategic goals of the institute. |

|  |  |  |
| --- | --- | --- |
| 8. | Reimbursement | The role of Qualification & Apprenticeship Approval Assessor for The Welding Institute is a voluntary position.    All travel, subsistence and accommodation expenses incurred from undertaking an approval will be reimbursed in accordance with The Welding Institute Expenses policy. |
| 9. | Training | All new Qualification & Apprenticeship Approval Assessors will be required to attend a 1-day training event on the process.    Refresher Training will also carried out on an annual basis. Resources to assist you in the role will be made available. |
| 10. | Communications | When undertaking this role, you can expect to receive:   * Email updates from the Qualifications & Training Regulatory Group. * Email requests to volunteer to support a new apprenticeship programme or qualification for approval. * Email requests to form an approval ratification panel. |
| 11. | Benefits of volunteering | * Gain an insight into good practice across the education sector; * Involvement will provide you with excellent CPD * You will be able to share your insights into the standards and assessment processes for professional membership and Engineering Council registration with your employer and colleagues. * You will be upholding professional standards in industry and academia. * You will have the opportunity to network with a range of professionals and academics in the engineering sector. |