

ROLE DESCRIPTION
Freelance Internal Verifier, SVQ Centre

**IV fees offered on a per Candidate basis
Hours are flexible**

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
KNOWLEDGE	SVQ delivery Health and Social Care Standards SSSC Codes of Practice Legislation SQA requirements including quality assurance	Drug and alcohol awareness
EXPERIENCE	Min 5 years in a Social Care/Support role SVQ delivery as an IV Work to timescales	
QUALIFICATIONS	Registrable qualification acceptable to SSSC or another regulatory body such as HCPC or NMC D34, V1, or L&D11	HNC SVQ Level 2 SSHC SVQ Level 3 SSHC
ATTRIBUTES / JOB RELATED SKILLS	Supportive and adaptable to Candidate support needs Organised Flexible Committed to CPL Able to work independently.	

Role Summary

Key responsibilities are:

1. IV Assessor work in line with SDF IV Policy
2. Adhere to SQA and SDF SVQ Centre Policies and Procedures
3. Adhere to the Assessment Strategy
4. Work in line with L&D11 standards at all times
5. Attend Standardisation meetings as required
6. Undertake and record CPD in line with Assessment Strategy requirements
7. Liaise with Head of Centre, Assessors and IVs around any candidates failing to meet their targets
8. Champion, promote and support equality for staff and candidates and to implement SDF's Equal Opportunities Policy
9. Monitor the quality of assessment
10. Plan monitoring activities to ensure the quality of assessment is maintained
11. Determine whether assessment processes and systems meet and operate according to quality requirements
12. Check that assessors meet the requirements for their role
13. Check that assessments are planned, prepared for and carried out according to agreed procedures
14. Check that assessment methods are safe, fair, valid and reliable
15. Check that assessment decisions are made using specified criteria
16. Compare Assessor decisions to ensure that they are consistent
17. Provide Assessors with feedback, advice, and support to help them maintain and improve their assessment practice
18. Work with others to ensure the standardisation of assessment practice and outcomes
19. Follow agreed procedures when there are significant concerns about the quality of assessment
20. Follow agreed procedures for the recording, storing, reporting and confidentiality of information

21. Inform Centre Co-ordinator when a Candidate has completed the SVQ to ensure timeous Certification