

Task profile & Person Specification

Associate type: Employer Validator

Monitored & managed by: Industry Team and Assessment/ Development Team

Contracted Days: As per supply of services

Task purpose

To validate and sign off on specific sector content for the lifecycle of a qualification.

To be involved, the individual must work for an organisation who has, or is likely, to employ students who have successfully obtained an approved Level 3 qualification.

City & Guilds work with a vast number of employers, industry experts and professional associations from across a wide range of industries. We continually strive to meet the needs of people joining employment in such industries. Together we seek to continually raise professional standards and shape the future of the workforce.

Activities

An employer could be asked to be involved with a number of activities including;

- Prepare for, attend, and participate in meetings as requested by City & Guilds.
- Check the qualification materials are showing the type of work that industry would expect when recruiting.
- Check and validate qualification content and/or materials.

Expectations:

- Meetings are prepared for and attended as requested.
- Processes and feedback on qualification materials in line with City & Guilds training and guidance and provided within agreed timescales.
- Feedback is accurate, professional, concise, and completed within the agreed timescale
- Security of assessment materials and candidate evidence is always maintained in line with City & Guilds guidance and policies.

Scope and duration of activities will be clearly outlined during the contracting phase.

Essential criteria for involvement

Have Industry specific qualifications relating to the sector area that are equivalent or exceed the Level 3 qualification.

Have up to date and relevant knowledge, understanding, skills and awareness of current industry standards

Have appropriate experience to know the type of work the industry would expect to see from an entry level employee who is of threshold competence for the relevant occupational specialism

Proficient IT skills with experience of using key business software e.g., outlook, Word, and Excel

Excellent communication skills with ability to communicate with a variety of stakeholders both verbally and in writing

Have attention to detail and ability to meet strict/tight deadlines

Have access to a secure PC with a firewall, up to date anti-virus software, private broadband access, and a personal, private e-mail account

Next steps

Employers will be invited to attend an introductory meeting with the relevant sector Industry Manager. During this meeting, the Industry Manager will provide you with an update on the current education landscape and discuss the different projects in development that require employer engagement.

Following on from this introductory meeting you will be issued with an official Expression of Interest (Eoi) form for a specific project.

Availability and training

- Attend and participate in relevant on-boarding training meeting (approx. 0.5 days)
- Complete any necessary tasks prior to attending scheduled meeting (pre-reading, review of qualification content)
- Attend and participate in validation meetings, providing relevant feedback as required (approx. 5 meetings per project)
- Possible follow up conversations may be required following a validation meeting

Employer Industry Board (EIB)

City and Guilds work with a vast number of employers, industry experts and professional associations from across the different sectors. Our Employer Industry Boards are formed of these people and work with us to ensure that we continually strive to meet the needs of people joining employment across a wide range of industries.

As part of working with us as an Employer validator you could be also invited to join a relevant sector board. Details will be discussed at relevant introductory meetings.