

Task profile

Associate type: T Level Employer validation panel member – Assessment production

Monitored & managed by: Industry Manager Team and Assessment Team

Contracted Days: As per Associate Annual Contract Supply of Services or Services Agreement Contract

To be an Employer validation panel member the person must work for an organisation who has or is likely to employ Students who have successfully obtained a T Level qualification.

Task purpose

- Sign off Employer Set Projects (ESP) and Occupation Specialism assignments (OS) as part of assessment production process.

Key Contracted Responsibilities:

1. Training and CPD

Attend and participate in all training as requested by City & Guilds

Measures:

- Attend and participate in all training
- Actions and advice are carried out in line with the latest updates or guidance provided by City & Guilds

2. Assessment Production

Review Sign off / Validate Project / Assignment brief concepts/topics as part of initial scoping stage of assessment production process

Review the content of assignment briefs and tasks at the end of the assessment production process, after scrutiny stage has been completed.

As part of content the review you would be expected to

- Check the information provided is in line with industry standards, current and appropriate to the qualification specification and level
- Check that the assignment brief and tasks are comparable in level of difficulty or demand to **Guide** Standard Exemplification Materials (GSEMS) or previous versions of the assessment
- Check that appropriate graphics, photographs, images or diagrams (where provided) are free from error, technically correct, in line with industry standard and appropriate in context of the scenario.
- Check that time allocated for tasks are appropriate

- Check that assignment brief and tasks are accessible to all candidates and that there is no unnecessary barrier to assessment

Provide constructive feedback to writer in the required format and suggest alternatives where appropriate.

Measures:

- Processes and feedback on the assessment 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
- Meetings are prepared for and attended as requested
- Security of assessment materials and mark schemes/markings guidance is maintained at all times in line with City & Guilds guidance and policies.

Person specification - per T level

To be an Employer validation panel member the person must work for an organisation who has or is likely to employ Students who have successfully obtained a T Level qualification.

Essential
Have Industry specific qualifications relating to the sector area that are equivalent or exceed the T level And/or Have up to date and relevant knowledge, understanding, skills and awareness of current industry standards
Have current or recent occupational experience relevant to at least one occupation specialism area.
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

Availability

Must be available to attend the training and carry out the following activities. * Indicates where further details of training are provided below

Activity	Department	Capacity	When
On boarding*	Industry Team	0.5 Day intro session – one off at the beginning of the process	October - December
Assessment production training*	Assessment Team	0.5 day training session to introduce the structure of ESP and OS	Exact times will be determined around production timescales and panels availability but would be given notice ahead of the meeting
Assessment scoping First part of the process to review	Assessment Team	2 hour meeting per assessment – once annually	Exact times will be determined around production timescales and panels

concept – review bank of potential scenarios			availability but would be given notice ahead of the meeting
Assessment validation meeting Content of 2 versions of ESP or OS will be presented and feedback	Assessment Team	One hour meeting per occupation with follow up work expected to take one hour per ESP/OS version	Exact times will be determined around production timescales and panels availability but would be given notice ahead of the meeting
Follow up conversations around	Assessment Team	Variable	As needed if follow up needed after the Assessment validation meeting, likely to be within the month after the meeting

Training provided

Training will cover the following

Activity	Time of year (month)	Duration	Objectives
On boarding	October - December	0.5 day	<p>Training will include</p> <ul style="list-style-type: none"> • An Overview of T levels and the role of employers • An introduction to the concept of T levels – what they are and where they fit in with wider education offer • An overview of the assessment methods used • Why employers are so important in the T Levels • An Overview of different teams and roles and associate structure different roles • An outline of the different roles/activities' employer's validation panel members get involved in • What other training will be provided & expectations • Understand Next steps - How the employers can be contracted etc
Assessment production training	Exact times will be determined around	0.5 day	<p>Training will include</p> <ul style="list-style-type: none"> • An overview of the Assessment production process – different stages, where employer

	<p>production timescales and panels availability but would be given notice ahead of the meeting</p>		<p>validation panel members fit into the process</p> <ul style="list-style-type: none"> • An introduction to Assessment principles • An overview of the structure of an Employer Set Project & Occupational Specialism assignment • An outline of the process employer validation panel members will need to go through and forms they will need to complete
--	---	--	---