



# External Verifier

## ESSENTIAL SKILLS WALES

### Essential Digital Literacy Skills

### ROLE PROFILE

#### **Purpose:**

WJEC appoints External Verifiers for each of the four Essential Skills Wales qualifications that comprise the Essential Skills Wales Suite.

We are seeking applications for External Verifiers for the Essential Digital Literacy Skills qualification.

The External Verifiers are responsible for sampling assessment and internal verification decisions and in supporting their centres in all aspects of the qualification delivery. External Verifiers will work closely with their Principal Verifier and WJEC's Essential Skills Wales Team.

#### **Responsibilities:**

As a WJEC EV you will need to maintain effective working relationships with our centres and the WJEC office, planning and monitoring quality assurance activities in line with our qualification requirements. The role is both a challenging and rewarding experience and a great opportunity to use your assessment and industry expertise.

You will:

- agree, along with WJEC's ESW Team, a visit plan for each allocated centre
- carry out development, approval and verification visits
- contribute to WJEC's decision-making on centre approval issues
- provide advice and support
- visit centres to carry out external verification for a specific ESW qualification
- write well-structured and informative verification reports that incorporate any development or action points that have been agreed with the centre
- refer any issues identified during verification to WJEC's ESWS Team if identified
- disseminate good practice
- contribute to the development/writing of draft Controlled Tasks for the specified ESW

#### **Experience/qualifications needed**

- relevant assessment and teaching experience
- the ability to work well under pressure
- excellent communication, written, verbal, IT and interpersonal skills
- ability to adhere to deadlines

For further information regarding the role, please contact Naomi Davies on [naomi.davies@wjec.co.uk](mailto:naomi.davies@wjec.co.uk).

The closing date for this advert is 22<sup>nd</sup> March 2024.

**How to apply:**

If you wish to apply for the role and are not currently working for the WJEC please go to <https://appointees.wjec.co.uk> and click 'Apply to become an Examiner' to fill out the application form.

**If you currently work for WJEC**, please log in to your Appointees Management Portal Account and click on the 'My Application' icon on the home screen. Please ensure you add the role of **External Verifier- Essential Digital Literacy Skills, Essential Skills Wales Suite (WJEC/Eduqas)** on the 'subject area' tab and complete all the other fields of the application.

If you require any further assistance with the application process please contact:-

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