

Qualifications Officer: Entry Pathways and EPQ

Salary: £45,264- £49,143 per annum (Grade 10)

Contract type: Full-time (36.5 hours per week), Permanent

We are excited to be inviting applications for a full-time Qualifications Officer to join our team. The successful applicant will lead on identifying and responding to opportunities that result in the growth of the qualifications.

The role

The Qualifications Officer: Entry Pathways and EPQ (Extended Project Qualification), will have operational management responsibility for the delivery and development of qualifications and materials; the provision of Professional Learning and providing advice and guidance to a wide range of professional audiences. The role promises to be engaging and varied for the right candidate.

About you

Candidates will be an experienced Assessor or Verifier; will have a thorough understanding of and experience in delivering skills/competence-based/project-based qualifications and associated assessment methods. They'll enjoy interacting with others and have excellent communication skills in support of this. Whilst the ability to speak Welsh would be advantageous, it is not essential for this post.

Benefits

We offer a range of excellent benefits and take pride in being an inclusive and supportive place to work. Highlights include: 25 days annual leave per year (in addition to 16 statutory / additional holidays), free Welsh lessons, a competitive pension scheme and numerous family friendly policies.

This role is a hybrid post, enabling the successful candidate to split their time between WJEC offices and working at home, subject to personal preference and business need. As such, applications are invited from individuals across the UK but please note that the role will require regular working from our Cardiff offices.

To find out more about the role, or about working for us, please do not hesitate to contact HR (HR@wjec.co.uk) who would be more than happy to answer your questions.

Please visit [our website](#) to download a copy of the job description and application form.

Closing date: 23:59; Sunday 15 June 2025

JOB DESCRIPTION

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|-----------------------------|---|
| Job Title: | Qualifications Officer: Entry Pathways and EPQ |
| Department: | Qualifications and Assessment Delivery Directorate |
| Section: | VTQ and Skills Qualifications Delivery – Skills and Pathways Qualifications |
| Responsible to: | Head of Skills and Pathways |
| Grade: | 10 |
| Location: | WJEC Offices, Western Avenue |
| Main purpose of Job: | |

The Qualifications Officer: Entry Pathways and EPQ will have responsibility for a portfolio of qualifications identifying and responding to opportunities that result in the growth of the qualifications.

The Qualifications Officer: Entry Pathways and EPQ will have operational management responsibility for:

- the delivery, assessment and awarding, and maintenance of the qualifications
- the development of non-examination assessment materials and related assessment guidance
- provision of Professional Learning
- advice and guidance on qualification related matters to a range of professional audiences.

Principal Duties and Responsibilities:

Communication, Liaison and Networking

- Proactively provide detailed advice and guidance to a range of internal and external stakeholders regarding the qualifications, through responding to incoming enquiries and production of written circulars or similar support materials.
- Design, organise and deliver a variety of Professional Learning events for teachers and other interested parties.
- Collaborate with internal departments, such as the Marketing Team to develop and implement a marketing strategy for the qualifications, having responsibility for its success and growth.
- Promote the qualifications through appropriate channels, including writing and quality assuring the relevant pages on the WJEC website.
- Produce guidance materials and other external publications in support of qualifications related processes.
- Advise others on educational resources required to support the teaching and learning of the qualifications, and to collaborate with others in the development of related digital resources.

Recruitment and Management of Others

- Ensure that suitable teams of external quality assurers and moderators are in place and provided with the necessary training, advice and guidance to fulfil their roles effectively.

- Interview and recommend the appointment of senior Appointees for such posts.
- Monitor and evaluate the performance of Appointees and when necessary, find replacements.

Managing Assessment, Quality Assurance and Awarding Processes

- Liaise with internal teams including the IT Team to contribute to the on-going development and implementation of IT systems (including WJEC Connect) to support assessment and quality assurance processes.
- Monitor, in conjunction with senior Appointees, the accuracy of internal assessment/moderation, and where necessary, take appropriate action
- Arrange, service, advise and direct the procedures of moderation, EQA standardising, and awarding conferences
- Review and quality assure external quality assurance/moderation reports to centres
- Ensure that the relevant administrative section has the necessary information to administer the external quality assurance/moderation process.
- Report on the awarding process and, in liaison with the Qualification Chair, make recommendations to the Responsible Officer.

Informing the on-going development of the qualifications

- To provide proactive and innovative leadership for developments related to the qualifications.
- To collate feedback from centres on the qualifications and make recommendations on changes to the specification in response to issues identified.
- To be responsible for key aspects of the Specification Amendment Process, updating of specification documents and related materials including the Teacher Guidance.
- To contribute (where relevant) to the development of qualification approval criteria/conditions related to the qualifications.

Budget responsibility

- To manage relevant budgets, and to contribute to relevant financial planning and monitoring activities.

Other Responsibilities

- To understand and comply with all WJEC policies and procedures detailed in the Staff Handbook; in particular, ensuring you understand your role and responsibilities in relation to Safeguarding, Information Security, GDPR, Confidentiality, Welsh language and Health, Safety and Environment.
- Participate actively in supporting the principles and practice of equality of opportunity as laid down in WJEC's Equality & Diversity Policy, embedding ED&I into all projects, policies and practices.
- To be a pro-active team-member, contributing positively to meetings and projects in support of WJEC aims and objectives.
- To engage in personal and professional development activities relevant to the role.
- To undertake other duties, as required, which are commensurate with the grade of the post.

Person Specification

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|--------------------|---|
| Job Title: | Qualifications Officer: Entry Pathways and EPQ |
| Department: | VTQ and Skills Qualifications Delivery – Skills and Pathways Qualifications |

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

Skills and Abilities

Highly desirable

- Good written and verbal communication skills with the ability to explain complex matters to a variety of audiences, including through presentation.
- Good computer literacy with confidence using Microsoft Office (particularly Word, Excel, PowerPoint, SharePoint and Teams)
- Self-motivated with the ability to independently plan, organise own workload and that of team members to meet strict deadlines.
- A creative problem solver, comfortable using initiative and flexibility to resolve novel or complex problems in work.
- Ability to work through the medium of Welsh.

Desirable

- Excellent networking skills, ideally with prior experience representing an organisation in a professional setting.
- A good level of numeracy or statistics, with the ability to apply this to budget monitoring and/or analysing and interpreting reports to inform business decisions.

Knowledge

Highly desirable

- Knowledge of skills/competence-based qualifications and associated assessment methods

Experience

Highly desirable

- Experience of delivering and/or assessing skills-based qualifications.
- Internal or external quality assurance (verification)/ moderation experience

Desirable

- Production of guidance materials or resources

Training / Qualifications

Highly desirable

- Assessor or Verifier qualification

Desirable

- Teaching qualification

| Telerau ac Amodau Gwasanaeth | | Terms and Conditions of Service | |
|--|--|---|-------------------|
| Teitl y Swydd / Job Title: | | Swyddog Cymwysterau: Llwybrau Mynediad a Chymhwyster y Project Estynedig / Qualifications Officer: Entry Pathways and EPQ | |
| Cyflog / Salary: | | £45,264 - £49,143 pro rata y flwyddyn / per annum pro-rata | Gradd / Grade: 10 |
| Gwyliau Blynyddol / Annual Leave: | | 25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol / ychwanegol o wyliau yn ogystal ar hyn o bryd. Pro rata. 25 Days per annum. In addition, WJEC currently allows 16 statutory / additional holidays. Pro rata. | |
| Pensiwn / Pension: | | Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol. The provision of the Local Government Superannuation Act apply. | |
| Math o Gytundeb: | | Contract Type: | |
| <input checked="" type="checkbox"/> Llawn amser / Full-time | | Nifer yr oriau yr wythnos / No. of hrs per week | |
| <input type="checkbox"/> Rhan amser / Part-time | | Diwedd y Tymor / End of Term | |
| <input type="checkbox"/> Llawn amser, Tymor Cyfyngedig / Full-time, Limited Term | | Diwedd y Tymor / End of Term | |
| <input type="checkbox"/> Rhan amser, Tymor Cyfyngedig / Part-time, Limited Term | | Nifer yr oriau yr wythnos / No. of hrs per week | |
| | | 36.5 | |
| Dull Ymgeisio: | | Method of Application: | |
| Dylid anfon ffurflenni wedi'u llenwi ar e-bost at AD@cbac.co.uk erbyn 23:59; Dydd Sul 15 Mehefin 2025 | | | |
| Completed forms should be sent by email to hr@wjec.co.uk by 23:59; Sunday 15 June 2025 | | | |