

Job Title: Freelance Information Technology Internal Verifier

Department: Scotland Apprenticeship Team

Location: Central Scotland

Contract: Freelance

Reporting to: Head of Apprenticeships

Job Purpose:

To provide Internal Verification (IV) for our Information Technology (I.T) programmes. The key elements of the IV role are to ensure awarding body standards are maintained.

Job Background:

The Scotland Apprenticeship Team are responsible for the delivery and success of BPP's government contract with Skills Development Scotland. We have government targets to hit and we work hard to achieve them. The last 3 years has shown continual growth and on the back of the good work we do in Scotland we have a strong pipeline of new business coming into the team. The team work from home, client premises, as well as from our Head Office in Livingston.

Key Responsibilities;

- Maintaining awarding body approval and direct claims status
- Ensuring robust IV and assessment strategies are being used to best impact on the learner journey and timely achievement
- Support IT assessors to achieve and main standards with delivery
- Ensure BPP's IV strategy is being adhered to
- Embrace the BPP codes of practice
- Effectively undertaking any other duties as required

Skills, knowledge, qualifications required for job:

- Assessor + IV qualified with I.T occupational competence is highly desirable
- Non IV qualified applications would be considered providing there is occupational competence and a strong desire to work at this level
- Knowledge and experience of assessing IT frameworks
- Effective time management and organisation skills
- Ability to work effectively on own and as part of a team
- Have an outlook of wanting to achieve excellence in all aspects of the role
- The successful candidate will be required to undergo a DBS check, financial screening and checks on driving licence / points