



External Quality Assurers (EQA)

Semi-Conductor Industry

ROLE PROFILE

Purpose:

We are seeking applications for External Quality Assurers (EQAs) for the following qualifications:

- WJEC Level 2 Award in Introduction to Advanced Manufacturing Technologies (Semiconductors)
- WJEC Level 2 Certificate in Introduction to Advanced Manufacturing Technologies (Semiconductors)
- WJEC Level 2 Extended Certificate in Introduction to Advanced Manufacturing Technologies (Semiconductors)
- WJEC Level 2 Diploma in Introduction to Advanced Manufacturing Technologies (Semiconductors)
- WJEC Level 4 Higher Technical Qualification for Semiconductor Technicians (Semiconductors)

The EQA is responsible for conducting external quality assurance activities related to these qualifications.

Responsibilities:

As a WJEC EQA you will need to maintain effective working relationships with our centres and the WJEC office, planning and monitoring external 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, quality assurance and industry expertise.

You will:

- conduct and document centre approval, external quality assurance, advisory and system activities with centres, in line with WJEC and regulatory arrangements.
- provide advice and support to centres through remote and face to face support/engagements.
- participate in annual standardisation activities to maintain standardisation of practice across the EQA team. Attendance is mandatory and a condition of the appointment; otherwise, it will not be possible to proceed to external quality assurance activities.
- externally quality assure accepted centres throughout the academic year by arranging EQA monitoring and support engagements. Produce written reports on outcome of visits using SMART action points for the centre to work towards. In accordance with the instructions and dates supplied by WJEC in the *External Quality Assurers' Handbook* whilst considering any further instructions issued by WJEC

- maintain accurate records of all external quality assurance outcomes and comments in accordance with the instructions issued by WJEC
- provide samples of centre work as required by the Principal External Quality Assurer/WJEC
- provide information on any aspect of centres IQA and assessment practice as requested by the Principal External Quality Assurer and/or WJEC

Experience/qualifications required

- External Quality Assurance qualification, working towards or willing to obtain
- relevant teaching, assessment and internal quality assurance experience
- relevant experience in the electronic and semi-conductor industry
- experience of coaching and supporting people in their practice
- the ability to work well under pressure
- excellent communication skills
- able to set clear and SMART targets

For further information regarding the role, please contact engineering@wjec.co.uk

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 Quality Assurer – Level 2 or Level 4 Semi-conductor** 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:-

Rob Reynolds
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02920 265 050

or Emily Safadi
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02920 265 305