

External Moderator Application Form

An external moderator plays a crucial role in ensuring the quality of Certa’s Access to HE provision. S/he is required to confirm the achievement of a student’s credit and grade profile leading to an Access to HE Diploma, and to contribute to the continuous improvement of Access to HE courses.

Certa requires external moderators to follow principles and procedures as identified within the Access Validating Agency (AVA) Licence from the Quality Assurance Agency (QAA). Certa will offer all external moderators training, mentoring, advice and support.

If you apply to become an external moderator, your appointment will be subject to the approval by Certa’s Access to HE Committee.

All external moderators are required to attend training provided by Certa during the academic year. Dates for training are disseminated before the start of the academic year. It is likely that you will not be offered work if you are not able to attend training events.

Criteria for External Moderators

All external moderators will:

* have achieved at least a Level 6 degree in a relevant subject
* have relevant experience in adult, further or higher education
* have relevant and current subject knowledge of their area(s) of moderation responsibility
* be qualified and/or experienced in teaching subject area(s) that they are allocated to, at a level at, or beyond that at which the subject has been taught and assessed
* work with other external and subject moderators allocated to a course so that sufficient expert moderation at subject level is evidenced
* be external to the provider/centre that they are allocated to
* not hold a position in any receiving organisation, the nature of which could create a conflict of interest of student progression opportunities
* have experience of contributing to quality processes
* act on a basis of professional trust as a peer advisor to the Access to HE team, with a rigorous but supportive approach
* be committed to equality and diversity opportunities and to the progression of all students.

Certa will ensure that external moderators:

* are appointed by and are directly responsible to Certa
* are appointed to an individual course for normally no longer than four years
* receive a contract that is between Certa and the external moderator that sets out an external moderator’s specific duties and terms of service as well as the criteria and process for termination of a moderator’s employment
* are allocated more than one course where possible to enable the comparison of standards and judgements across courses
* receive a planned programme of mandatory induction and training and receive written guidance to support their duties
* receive feedback on their performance
* receive routine updates from Certa relating to Access to HE regulation.

**Please use the application/expression of interest form to show how you meet these criteria.**

Application Form

Certa External Moderator for Access to HE

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| --- |
| **Surname**: |
| **Forename**(s): |
| **Address**: |
| **Telephone No**: |
| **Email Address**: |
| **Current Post/Organisation (please state organisation):** |
|  |
| **Subject Specialism(s):**  **Primary:**  **Secondary**:  **Further and Higher Education: Access to HE; Teacher Education** |
|  |
| **Relevant Academic and Professional Qualifications:** |
| **Experience of the contribution to Quality Processes eg SAR:** |
| **Experience of Access to HE, FE, HE, Adult/Community Education (please specify):** |
| **Please specify any previous experience as an Assessor/Examiner/Moderator(please specify):** |
| **Please outline any previous experience of working with Certa:**  None |
| **What experience have you had of working with other Access to HE providers over the last four years? None**  **Provider:**  **Role:**  **Period of employment**: |

**By submitting this initial expression of interest, you are confirming that you understand that you are expected to attend mandatory external moderation training and standardisation events.**

**References available from:**

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| 1. |
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| --- | --- |
| **Signed:** |  |
| **Dated:** |  |

“Completing this form confirms my agreement to the personal data I have disclosed being held and processed by Certa in accordance with the General Data Protection Regulation (GDPR), for the purpose of maintaining accurate and up-to-date information and compiling Equal Opportunity statistics. I also agree that information received from third parties may be held and processed”.

**Please also attach a copy of your CV.**