

Job Vacancy: Lead IQA & OneFile admin – Engineering Training Centre

Location: Stockport

Contract: Full-Time

Reporting to: Head of Centre / Managing Director

Are you an experienced IQA professional with a passion for quality, compliance and outstanding learner experience? Our Engineering Training Centre in Stockport is looking for a highly organised and proactive Lead IQA & OneFile person to take ownership of our internal quality assurance processes and eportfolio systems.-portfolio systems.

This is a key role, ensuring our engineering programmes meet the highest standards across assessment, compliance, data accuracy and external quality assurance.

About the Role

As the Lead IQA & One file person, you will:

- Lead and manage IQA processes across all engineering programmes.
- Develop and implement sampling strategies aligned with awarding body requirements.
- Prepare for and lead EQA visits with City & Guilds, Pearson and EAL.
- Ensure full compliance with awarding body standards.
- Deliver regular standardisation meetings and support assessors with best practice.
- Monitor KPIs including learner progress, achievement and evidence quality.
- Drive continuous improvement through robust quality improvement plans.
- Take full responsibility for the effective use and administration of OneFile.
- Monitor learner progress, assessor caseloads and evidence tracking.
- Maintain accurate documentation and audit trails.
- Produce management reports on learner performance and compliance.
- Support assessors with OneFile queries and system optimisation.
- Ensure data accuracy to support funding and regulatory requirements.
- Maintain centre compliance with regulatory and funding rules (including ESFA).
- Ensure documentation is audit ready for inspections and external reviews.-ready for inspections and external reviews.

- Identify areas for improvement and implement corrective actions.
- Promote high standards of teaching, learning and assessment across engineering provision.

Essential Requirements

- IQA qualification (TAQA Level 4 or equivalent).
- Assessor qualification (TAQA Level 3 / A1 or equivalent).
- Strong experience with City & Guilds, Pearson and EAL.
- Hands-on experience using OneFile e-portfolio systems.
- Background in engineering apprenticeships or vocational training.
- Experience preparing for and managing EQA visits.
- Excellent organisational, leadership and communication skills.
- High attention to detail and ability to manage multiple priorities.

Personal Attributes

We're looking for someone who is:

- Proactive and solution focused-focused
- A confident communicator who can influence and support others
- Highly organised and methodical
- Committed to maintaining exceptional quality standards
- Comfortable working with data, reporting and compliance systems

How to Apply

If you're passionate about quality, compliance and supporting learners to achieve their best, we'd love to hear from you.

Please send your CV and a short covering statement to
Louisepollitt@elevatedknowledge.co.uk