



Assessment Officer

Information Pack

Please complete the application form enclosed with this pack and return it with your Curriculum Vitae (CV) and a typed letter of application no longer than two sides of A4, outlining -

- § the reasons for applying for the post
- § your experience and skills relevant to the post

Return to Dawn Brocken, PA to the Chief Executive, CENTRA, Duxbury Park, Duxbury Hall Road, Chorley, Lancashire, PR7 4AT **by 12 February 2010.**

ABOUT ABC AWARDS

ABC Awards Mission

To offer a coherent and innovative portfolio of vocationally related qualifications which reflects the national and regional skills needs of employers and learners. To build on our experience of providing customer support of the highest quality within a culture of continuous improvement.

ABC Awards Vision

To be the awarding body of choice for learners, employers and providers of education and training.

ABC Awards

ABC Awards (ABC) is a large vocational awarding body with an established reputation for quality and customer service. ABC is recognised by the regulatory authorities. ABC is a Component Awarding Body (CAB) for 14-19 Diplomas.

The ABC portfolio of qualifications includes National Vocational Qualifications (NVQs) and Vocationally Related Qualifications (VRQs). ABC's VRQs may also be:

- Technical Certificates
- Additional and/or Specialist Learning for the 14-19 Diplomas
- Included within Foundation Learning

ABC's national operation is supported through its regional offices which provide support to centres and a full range of assessment services. ABC has a team of dedicated staff who offer advice and guidance on the full portfolio, moderation and assessment services including e-Assessment offered by ABC, as well as the full range of training events and conferences.

Assessment Team

The Assessment Team is part of the ABC Awards Directorate of Business Development and is based at ABC Awards Chorley Office.

This Directorate is headed by the Director of Business Development and is made up of the ABC Awards Assessment Team, the Qualifications Development Team, the Marketing Team, Business Development Managers and a Sector Partnership Manager.

The Assessment Team is responsible for the development of assessment materials and guidance to support qualifications accredited by ABC Awards on the Qualifications and Credit Framework. The Assessment Officer works with colleagues, specialists and external stakeholders to ensure sector and qualification assessment strategies are successfully supported and implemented.

Sources of Additional Information

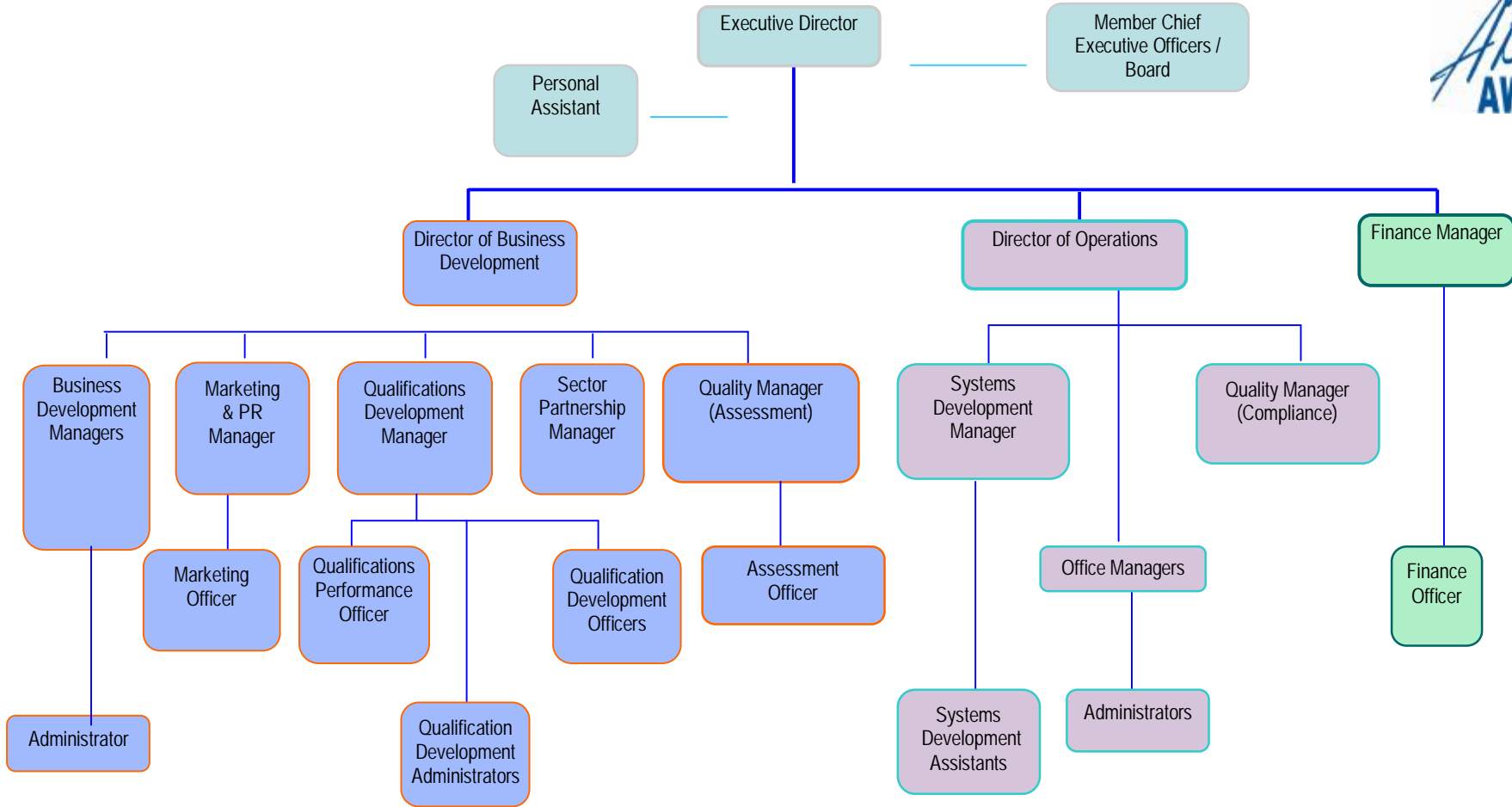
The ABC Awards web site www.abcawards.co.uk provides access to a wide range of information.

ABOUT CENTRA

ABC Awards staff based at the Chorley Office are employed by CENTRA. The offices are in a converted 19th Century Grade 2 listed building in an extremely pleasant parkland setting, adjacent to Duxbury Park Golf Course.

Chorley is in central Lancashire close to the M6 and M61 motorways, on the edge of the West Pennine moors and within easy reach of the Lake District, North Wales and the cities of Manchester and Liverpool. It is a pleasant market town with excellent local facilities.

ABC Awards Organisational Chart as at January 2010



www.abcawards.co.uk

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