# League Football Education

#### Job Description

### Job Title: SEP Internal Quality Assurer

### Location: Home based (travel to Head Office as required)

Responsible to: National Apprenticeship Manager

**Responsible for:** A caseload of club’s SEP Coordinators

Overall purpose of role:

To undertake sampling of evidence from LFE’s apprentices studying the Sporting Excellence Professional Standard (SEP) to confirm that LFE national standards are being achieved and upheld across the network of football clubs.

To include the following:

* Verification of SEP evidence.
* Advising and supporting SEP Coordinators.
* Other internal quality assurance activities.

**Key Tasks and Responsibilities:**

**IQA of SEP Evidence**

* Prepare a sampling plan to indicate when SEP evidence will be sampled.
* Sample the full range of SEP evidence to confirm standards are being met.
* Feedback to both the relevant SEP Coordinator(s) and the Regional Officer.
* Complete the verification sample reporting form and share with all relevant parties and save on EMS within club reporting tab.
* Ensure that SEP Coordinators/club staff are providing good quality, developmental and timely feedback, support and guidance to learners, including the development of English and maths.
* Provide actions for development when necessary and demonstrate the completion of those actions.
* Attend SEP IQA meetings to share verification findings and concerns with clubs, together with feedback on progress made against actions raised and share best practice.
* Supporting quality visits and address actions and recommendations raised.

**Advising and Supporting SEP Coordinators/Club Staff**

* Ensure the knowledge, skills and behaviours are being developed to meet the requirements of the Standard.
* Provide advice and guidance to SEP Coordinators/multi-disciplinary staff and assist in identifying training needs.
* Assist SEP Coordinators to prepare apprentices for EPA, including carrying out mock interviews with a sample of learners.
* In conjunction with the SEP Coordinators, sign off portfolios and agree readiness for EPA (and upload evidence to ACE360, as required).

**Other Internal Quality Assurance Activities**

* Participate in the SEP standardisation activities.
* Provide consistent advice to SEP Coordinators on interpretation of the SEP Apprenticeship Standard.
* Resolve queries about interpretation of the SEP Standard through the National Apprenticeship Manager.

**Other Requirements**

* Undertake other occasional duties, as reasonably requested.
* Support and promote LFE’s commitment to Safeguarding, Equality & Diversity and Health & Safety. Comply with and support LFE policies and procedures and undergo all relevant training.

**Date of Issue: May 2021**