

TONGA NATIONAL QUALIFICATIONS AND ACCREDITATION BOARD



Job Title: Qualification Analyst	Salary Band: K
Reporting to:	Division:
Hours of work: 40 hours	Date of appointment:
Review: July 2021	Version: 3
Special Conditions: On occasions, there will be a requirement to work outside normal hours to complete urgent tasks.	

Job Purpose

This position is responsible for effective implementation of registration processes, administrative support for workshops and training, update accreditation database to ensure efficient delivery of the Board's quality assurance services.

Key responsibilities:

Key Result Areas	Responsibilities	Tasks
1. Registration implemented effectively	<p>1.1 Analysis of Application for Registration and application:</p> <ul style="list-style-type: none"> The provider or its governing body is a legally established or recognised enduring body Measurable Goals and objectives for its education activities a coherent, documented quality management system (QMS) of policies and 	<ul style="list-style-type: none"> Confirm the relevant application fees are paid Log and acknowledge applications received Confirm legal establishment of applicant as: <ul style="list-style-type: none"> -company, charitable trust or similar - Establishment as a Government of Tonga Ministry or Department, or Public Enterprise under the Public Enterprises Act 2002 - Registration as a Managing Authority under the Education Act 1974 -others, to specify Evaluate the educational purpose, goals and objectives of the provider, including the scope of the education and training that is being conducted and/or planned in the immediate future Evaluate its set of policies, structures and processes that guide and control management, administrative, teaching and learning related activities to ensure the

TONGA NATIONAL QUALIFICATIONS AND ACCREDITATION BOARD



	<p>procedures.</p> <ul style="list-style-type: none"> • Analysis of the provider's governance and management • Confirm provider's name is appropriate and does not mislead learners about the nature of the organisation. 	<p>delivery of quality education and training</p> <ul style="list-style-type: none"> • Analysis of Policies and procedures that they satisfactorily cover all appropriate elements of the TNQAB Registration and Accreditation Quality Standards • Confirm ownership and governance • Analyse responsibilities, authorities and lines of reporting • Verify trust account, or similar, to protect student fees • Confirm evidence of approval to use terms protected by Government legislation or regulations • Confirm Provider's name is appropriate for the type of education and training offered
	1.2 Annual Registration	<ul style="list-style-type: none"> • Inform providers at least three times before due date for annual registration fees • Followup with providers who fail to settle annual registration fees by due date • Report to CEO providers who fail to settle
2. Short course approvals	Evaluate community education trainings	<ul style="list-style-type: none"> • Receive application for community education training • Review application to confirm it meets the category for community education and request for further information, where necessary • Liaise with community education to visit training site • Conduct site visit to community education training site to confirm that necessary resources are in place • Conduct interview sessions with students, staff and stakeholders

TONGA NATIONAL QUALIFICATIONS AND ACCREDITATION BOARD



	Evaluate short courses, skill sets and micro-credentials	<ul style="list-style-type: none"> • Receive application or expression of interest for short course consisting of skill sets or micro-credential • Review applications to confirm alignment of information provided with approval criteria and request for further information where necessary • Liaise with applicant and conduct for site visit to confirm that necessary resources for the training are in place • Conduct interview sessions with relevant stakeholders
3. Quality Audit and review	Initiate audit with providers	<ul style="list-style-type: none"> • Inform provider of audit 4-6 months ahead to prepare self evaluation report • Liaise with provider and audit panel member on site visit date • Prepare audit plan and send to provider • Request for most recent updated copy of the Quality Management System • Prepare and send panel documents to review
	Organize panel meetings and site visits	<ul style="list-style-type: none"> • Prepare draft agenda and send to provider and panel members • Send site visit arrangement letter for provider to confirm • Organize panel meetings to collate feedback from individual evaluations • Conduct site visit, record attendance at opening and closing meetings, • Compile draft report and send to panel members for endorsement • Send draft report for peer reviewing and address comments, where necessary • Send reviewed report to provider with action plan of what to do and who will be responsible for implementing each item • Update report, if necessary and submit for final checking
4. Assessment is	Implement external	<ul style="list-style-type: none"> • Develop Assessment Request Schedule six months before audit month, for providers

TONGA NATIONAL QUALIFICATIONS AND ACCREDITATION BOARD



<p>fair, valid and consistent</p>	<p>moderation of assessments</p> <p>Evaluating the appropriateness of the assessment system to the learning outcomes</p>	<p>courses to guide providers on submission dates</p> <ul style="list-style-type: none"> • Request for assessment samples for each course • Follow-up request for assessment sample if not forthcoming within two weeks • Assess the variety of evidences collected for the assessment of both knowledge and skills that helped the assessor make an informed decision on whether the learner has achieved competency in each unit. • Analyse the Assessment if holistic, ie it assesses the unit as a whole rather than individual learning outcomes or performance standards. • Assess appropriateness of assessment activities to the learning outcomes • Evaluate the appropriateness of the assessment methods to assess the learning outcomes
	<p>Effectively evaluate the appropriateness of the system to moderate assessment</p>	<ul style="list-style-type: none"> • Confirm there is Moderation conducted if the qualification is delivered at more than one site, or by more than one trainer/tutor/lecturer. • Write a moderation report for the programme being audited and make available for the audit panel members.

TONGA NATIONAL QUALIFICATIONS AND ACCREDITATION BOARD



<p>5. Pre-analysis reviews</p>	<p>Pre-analysis of previous reports and documents from providers</p>	<ul style="list-style-type: none"> • Review latest accreditation report and identify any outstanding issues • Review latest quality audit report and identify any outstanding issues • Review latest Quality Management System of provider to be audited • Record findings in panel record form and share with panel members • Confirm the evidences in the provider's self evaluation report are provided • Confirm each criteria for self evaluation are addressed by the provider • Identify any issues from the self evaluation report • Record findings and share with audit panel members
<p>6. Panel meetings and site visits</p>		<ul style="list-style-type: none"> • Confirm audit plan and key dates with panel members • Organize panel documents for panel meetings • Meet with audit panel to discussion of self evaluation report and other relevant issues • Liaise with provider and panel members to confirm site visit date • Send provider site visit arrangement letter and confirmation note • Prepare an introduction of panel members to other panel members • Arrange transport, accommodation meals and refreshment where necessary for panel members • At site visit, Record attendance at opening and closing meetings during site visit • Time keeper and record attendance of the interview sessions • Triangulate evidence in the self-evaluation report • Compile audit panel members' recommendations to report orally at end of audit to management

TONGA NATIONAL QUALIFICATIONS AND ACCREDITATION BOARD



	Effective reporting of audit panel findings	<ul style="list-style-type: none"> • Compile audit panel members' findings after site visit • Collect all panel members' original scripts from site visit • Draft Panel Report and complete self check for peer reviewing of report, files and edit • Discuss and address comments from peer reviewer where necessary • Prepare report for pane endorsement • Confirm with provider factual accuracy of report and update where necessary • Submit report for final checking and formatting
7. Training and workshops	Assist in preparation for training workshops	<ul style="list-style-type: none"> • Identify target participants based on purpose of workshop • Invite participants and confirm attendance • Prepare staff responsibilities and circulate to staff members • Print workshop documents and prepare participant's folders • Welcome and record attendance at workshop • Ensure participants fill out the workshop evaluation forms • Compile feedback from workshop evaluation and prepare workshop evaluation report for management
8. Planning and Performance Management	Effective planning and reporting of work plans	<ul style="list-style-type: none"> • Prepare and implement an Individual annual workplan based on division's Annual Plan for PMS • Collect evidence for PMS • Prepare a monthly report on activities of the month and progress of individual plan and submit • Complete appraisal form and submit for mid review and end of review
9. Reporting	Compile reports and evidences	<ul style="list-style-type: none"> • Compile draft reports and include supporting evidences and endorse where necessary • Confirm factual accuracy of report and update report where necessary

TONGA NATIONAL QUALIFICATIONS AND ACCREDITATION BOARD



		<ul style="list-style-type: none"> • Prepare final report and prepare peer review form • Fill Self check on peer review Form and submit for peer reviewing • Discuss comments and feedback from peer reviewer and make the necessary changes
10. Other tasks required by the CEO from time	Assist in any other tasks assigned by the CEO from time to time	<ul style="list-style-type: none"> • Attend all staff meetings • Attend committee meetings • Attend to any urgent work approved by the CEO

Declaration:

I hereby acknowledge that I have received and understand my duties and responsibilities.

Name of Employee: Signature:

Date:.....

Chief Executive Officer: Signature:

Date: