

GUIDANCE NOTES APPLYING TO BE AN ARTS AWARD MODERATOR

Thank you for your interest in Trinity College London. Your application provides us with the information we use to help us decide whether or not to invite you to an interview or assessment event. These notes have been designed to assist you in providing us with the information we need before making any selection decisions.

About Trinity

Trinity College London is a leading international examinations board and offers accredited qualifications in English language and the performing and creative arts from graded examinations and certificates to diplomas and higher level vocational qualifications.

Our exams and assessments are designed to help students and trainees progress; to mark an achievement at each stage of their development, and at all levels of competence, on a journey towards fulfilment of their own individual talents and abilities.

Trinity is supported by its panels of expert examiners and leading specialists and academic staff and other stakeholders in and outside the organisation. Together with the emphasis it lays on longstanding relationships and an approachable style, these qualities give Trinity the human touch designed to encourage and motivate learners and teachers to achieve their personal and professional goals.

Selection Process

Trinity accepts applications for all examiner panels throughout the year. All applications are reviewed by the relevant Head of Panel who will write to each applicant to inform them whether or not their application can be considered and, if so, what the selection process will be and when it will take place.

Making an Application

The application process for Arts Award moderators is online and can be accessed via www.artsaward.org.uk/jobs.

All sections of the application form must be completed, including the "statement of interest" section, where you have the opportunity to include any other information to demonstrate why you are suitable to become a Trinity examiner or moderator.

As a minimum all applicants should have already completed Bronze/Silver adviser training at the point of application.

If you have any questions about your application, please contact the Arts Award Validation Team Leader on artsawardmoderation@trinitycollege.org.uk / 020 7820 6184.

Support for Disabled Applicants

We want to ensure that all applicants have equal access to our selection procedures. If you are disabled, have an impairment or long-term health condition that may affect your ability to complete this form, or if you require adjustments to enable you to attend an interview selection/training event or participate in the selection process, you should tell us at the time you make your application. This will enable us to make any reasonable adjustments necessary for you to participate in the selection process.

Offers to join the examiner panel

Offers to join the Trinity examiner panel are conditional upon the following:

Eligibility to work in the UK

Proof that you have the right to work in the UK by producing original documentation.

References

A minimum of two work references which are satisfactory to Trinity and as a minimum should cover the previous 5 years.

Criminal Records Bureau

Clearance from the Criminal Records Bureau by way of an acceptable enhanced disclosure. Applicants for membership of a panel will be required to complete a CRB application prior to appointment.

Qualifications

Proof of appropriate qualifications, award certificates and professional memberships.

Data Protection

The information provided by you on the application form and supplementary forms will be used to assist with the process of selection in accordance with Trinity's procedures. By completing the online application form, it is understood that you consent to the use of your personal information for the stated purpose.

Equal Opportunities

Trinity College London is an Equal Opportunities organisation. The aim of our policy is to ensure that no applicant or employee or consultant receives less favourable treatment on the grounds of their race, gender, ethnic or national origin, age, colour, sexuality, gender reassignment status, religious or political beliefs, marital status and social class, responsibilities for dependants, physical or mental disability, or offending background, or is disadvantaged by conditions or requirements or practices which cannot be shown to be justifiable. Trinity opposes all forms of unlawful discrimination.

The Equal Opportunities Monitoring information which you provide will not be made available to the Selection Panel.

