



Advancing Business Education

RECRUITMENT PACK



ABOUT ABE

ABE was founded 50 years ago with a clear social purpose to improve business education for aspiring entrepreneurs.

Today, ABE operates all over the world and plays a vital role in helping to diversify and grow economies, reducing inequality within and among countries, and is at the forefront of the entrepreneurial skills agenda.

Following a period of transformative change and strategic planning following the acquisition of ABE by the Institute of Leadership, ABE is poised for growth with an exciting agenda to optimise its global qualifications market and innovate for growth with a range of education and membership initiatives.

HOW WE WORK

We work with a network of international education partners to develop skills that support businesses, empower individuals, reduce gender inequality and tackle extreme poverty.

Our post-school qualifications are delivered through a network of high-quality accredited TVET centres (colleges and training providers). Our qualifications enable people to become professionally qualified business practitioners at any age or stage in their career, frequently providing their sole pathway to higher education.

Our work with schools develops business and entrepreneurial know-how in children and helps them prepare for a more sustainable future.

WHY WORK WITH US

When you join ABE, you're part of a small but dedicated team committed to our social mission. Our culture is friendly, inclusive, hard-working with a can-do attitude. People are willing to do whatever it takes to achieve our objectives and help each other out.

EQUAL OPPORTUNITIES

We are committed to equal opportunities in employment and service delivery. The policies and practices of ABE aim to promote an environment that is free from all forms of unlawful or unfair discrimination and they value the diversity of all people.



**"I HELP STUDENTS
ACHIEVE THEIR
DREAMS TO GET
A BETTER JOB
AND MAKE A
BETTER LIFE FOR
THEIR FAMILIES."**

Quality & Compliance Manager

Reports to: Director of Quality, Risk and Standards (Ofqual Responsible Officer)
Salary: £38,000 p/a
Based: ABE Global Ltd Head Office, New Malden, KT3 4QF
Contract type: Full time

Job Purpose

Provide support and assistance to the Director of Quality, Risk & Standards, primarily in their function as Ofqual Responsible Officer for ABE (RO) in the maintenance and monitoring of ABE's quality and compliance arrangements in line with relevant education regulatory conditions and key risk indicators.

Key Tasks, Accountabilities and Responsibilities:

- Provide support to the Director to ensure arrangements for meeting regulatory obligations in relation to qualification systems and procedure are appropriate and effective, including the preparation and review of documentation in relation to the Annual Statement of Compliance and periodic data requests.
- Provide additional support to the Director through the preparation of materials for, and participation in various committees and meetings as required.
- Lead on quality aspects related to assessment within ABE focusing on the monitoring of suspected malpractice, along with other actions such as determining unit exemptions, reasonable adjustments, special considerations, complaints and appeals.
- Support in the investigation of, and response to, incidents and irregularities which could compromise the integrity of delivery, assessment and awarding of qualifications including adverse effects on learners, and cases of malpractice and maladministration.
- Assist in training colleagues across the global company on Ofqual regulatory requirements.
- Work with the Quality team members to support centre approval and monitoring processes.
- Work with colleagues to evaluate applications to ABE's University partners.
- Contribute to the development of robust and effective compliance controls within the organisation, whilst maintaining a pragmatic approach to solutions and initiatives.
- Collaborate with other departments to create a culture of compliance, and to provide necessary information needed to ensure scrutiny of our product portfolio.
- Manage assessment, EQA, CASS and governance relationships with delivery partners as required.

Person Specification

- 3+ years' experience of working in a compliance or risk management or quality control role in a regulated environment,
- Qualified to UK Qualifications Level 6
- Working knowledge of OFQUAL General Conditions of Recognition.
- Ability to plan, manage and deliver projects within challenging timeframes.
- Ability to conduct internal audits and investigations and to compile reports with recommendations.
- Experience of working effectively in a small team and a small business.
- Ability to work collaboratively.
- A willingness to challenge established thinking and ability to inject new ideas and innovative solutions, and to drive these forwards, whilst balancing regulatory requirements with pragmatic solutions.
- A strong communicator with excellent oral and written English skills.
- A high degree of accuracy and attention to detail.
- Good working knowledge of Microsoft Office, Word and Excel.
- Experience of analysing and presenting complex data.
- Ability to sense emerging issues and create solutions and awareness before escalation.
- A strong team player.
- A self-starter.

Desirable

- Experience of working with anti-plagiarism software, particularly Turnitin.
- 3+ years of experience gained in the education sector (i.e. FE College or university)
- 3+ Experience of working within an awarding organisation.
- Appropriate qualification or accredited training in quality assurance, or management of systems and processes
- Experience of operating across diverse international markets, particularly developing nations.

**"THERE IS A
REAL ENERGY
TO THE PLACE
THE PEOPLE CARE
PASSIONATELY
THERE IS PERSONAL
ATTACHMENT."**

Statement from staff focus group.



More About ABE

ABE is a non-profit skills development specialist, and an independent subsidiary of the Institute of Leadership and Management, a registered charity.

We are a small company with a big mission and we consistently 'punch above our weight' by delivering British qualifications and educational solutions in some of the most complex, challenging and fragile environments in the world.

We believe we can achieve more in partnership, and we focus on developing impactful collaborations and enlarging our network of delivery centres around the world.

We have a core team of staff and technical experts in the UK, working to ensure the quality of delivery of ABE qualifications to a high standard of operational efficiency, across complex and challenging global markets.

Our commercial team consists of a global network of local specialists, business development managers, regional directors, and affiliates. Our qualifications and non-regulated courses are delivered through a network of over 150 delivery partners worldwide.

Our Mission

We exist to empower people to transform their lives and communities through gaining high-quality business, management and entrepreneurial skills.

Our Values:

- Always learning and always open to new ideas.
- We embrace uncertainty as a necessary condition for innovation to flourish.
- We see risk as opportunity.
- We are bold.
- We think ahead.
- We act with integrity.
- We support and challenge each other respectfully and constructively.

This job description is not exhaustive, the holder is expected to show a positive behaviour towards any stretch and challenge projects this role may require.



Est. 1973

ABE Global
46-50 Coombe Rd,
New Malden,
Surrey
KT3 4QF
United Kingdom

+ 44 (0)20 8329 2930

info@abeuk.com

 **abe**
Advancing Business Education