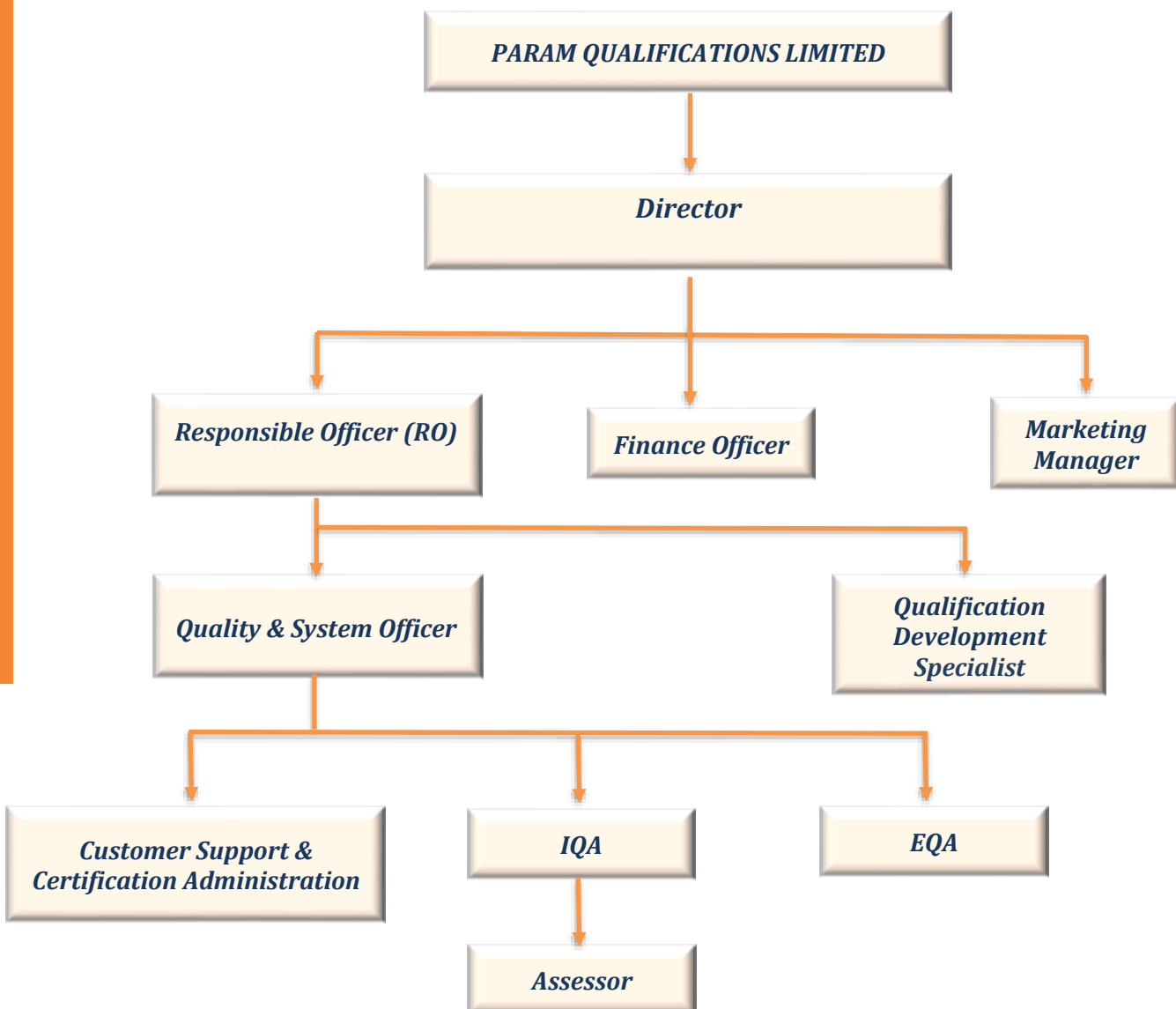


## ORGANISATION STRUCTURE CHART

### Leadership Structure



## ***Director***

Director holds overall responsibility for the strategic leadership, corporate governance, and long-term sustainability of Param Qualifications Limited. As Director, he is accountable for setting the organisation's strategic objectives, approving governance frameworks, and ensuring that appropriate financial, human, and operational resources are available to support regulatory readiness and organisational stability.

The Director provides high-level oversight of governance arrangements, approves key organisational policies and procedures, and ensures that decision-making across the organisation remains transparent, evidence-based, and aligned with recognised UK governance expectations. He retains ultimate accountability for organisational performance and risk management and ensures that effective systems and controls are in place to support compliance and future development.

To maintain integrity and independence, the Director does not participate in assessment and certification activities (where applicable), or day-to-day quality activities and recuses himself from any decision where a conflict of interest may arise.

The Director oversees the development and review of qualifications to ensure they are academically robust, industry relevant and aligned with organisational quality standards. Ensuring that qualification development processes are implemented effectively and consistently. Supporting the engagement of subject matter experts and qualification development specialists. Ensuring that qualifications are reviewed periodically to maintain relevance and quality.

## ***Responsible Officer (RO)***

The Responsible Officer (RO) is accountable for regulatory compliance and quality oversight across the organisation. He serves as the primary point of contact with relevant regulatory authorities and external oversight bodies and is responsible for ensuring that the organisation meets applicable regulatory and governance expectations.

The Responsible Officer oversees the implementation and effectiveness of quality assurance arrangements, monitors organisational compliance and regulatory risks, and ensures that policies, procedures, and governance controls operate as intended. He is responsible for ensuring that all regulatory submissions, statements, and representations are accurate, complete, and submitted within required timescales.

The RO reports directly to the Director on matters relating to compliance, quality performance, and risk

and has the authority to escalate issues, initiate internal reviews, and recommend corrective actions where necessary to protect organisational integrity and regulatory confidence.

### ***Finance Officer***

The Finance Officer is responsible for supporting the financial administration and record management functions of Param Qualifications. The role involves maintaining accurate financial records, processing invoices and payments, monitoring financial transactions, and supporting the preparation of financial reports.

The Finance Officer plays an important role in ensuring that financial processes are conducted efficiently and that financial documentation is maintained accurately in accordance with organisational procedures and applicable financial regulations.

### ***Marketing Manager***

The Marketing Manager / Marketing Officer is responsible for supporting the promotion and visibility of Param Qualifications and its qualifications. The role involves developing marketing materials, supporting marketing campaigns, maintaining digital communications, and assisting in expanding the organisation's market presence.

The role contributes to increasing awareness of Param Qualifications, supporting the development of partnerships with Delivery Centres, and promoting the organisation's qualifications to external stakeholders.

### ***Quality & System Officer***

The Quality & Systems Officer supports the organisation in maintaining effective quality assurance systems and organisational processes. The role assists in monitoring compliance with organisational policies, governance frameworks and quality standards to ensure that qualification development, assessment and operational activities maintain high standards of quality and integrity.

The role supports the Responsible Officer in maintaining organisational systems, documentation and monitoring processes that support regulatory compliance, quality assurance and operational effectiveness. The Quality & Systems Officer works closely with internal teams, Delivery Centres and subject matter experts to support the effective implementation of organisational procedures and quality improvement processes.

## ***Customer Support & Certification Administration***

The Customer Support & Certification Administrator is responsible for supporting the administration of learner services, certification processes, and stakeholder communications within Param Qualifications. The role ensures that enquiries from Delivery Centres, learners, and other stakeholders are handled efficiently and professionally. The post holder will support the accurate administration of learner registrations, certification requests, records management, and operational documentation.

The Customer Support & Certification Administrator plays an important role in ensuring that administrative processes operate efficiently and that organisational records relating to learners, centres, and certification are maintained accurately and securely.

## ***Qualification Development Specialist***

The Qualification Development Specialist (Subject Matter Expert – SME) provides specialist subject knowledge and technical expertise to support the design, development, review and continuous improvement of qualifications. The SME contributes to the development of qualification specifications, unit content, learning outcomes, assessment criteria and supporting materials to ensure that qualifications are academically robust, industry relevant and aligned with organisational quality standards.

The role involves working collaboratively with qualification development teams, assessors, internal quality assurance staff and external stakeholders to ensure that qualification content is accurate, current and fit for purpose.

## ***Internal Quality Assurer***

The Internal Quality Assurer (IQA) is responsible for monitoring, reviewing, and supporting the quality of assessment practices carried out by assessors and Delivery Centres. The role ensures that assessment decisions are consistent, fair, valid, and reliable and that assessment processes operate in accordance with organisational policies and quality assurance procedures.

The IQA supports continuous improvement of assessment practices and ensures that assessment standards are maintained across qualifications delivered by Param Qualifications.

## ***External Quality Assurer***

The External Quality Assurer (EQA) / Centre Monitoring Officer is responsible for monitoring and reviewing the performance and compliance of Delivery Centres to ensure that qualifications are delivered in accordance with organisational policies, quality assurance procedures, and regulatory expectations.

The role involves conducting centre monitoring activities, reviewing assessment and quality assurance practices, providing guidance and support to centres, and contributing to continuous improvement of qualification delivery and quality assurance systems.

## ***Assessor***

The Assessor is responsible for assessing learners' knowledge, skills, and competence against the requirements of relevant qualification standards. The role involves planning and conducting assessments, reviewing learner evidence, providing constructive feedback, and ensuring that assessment decisions are fair, consistent, and aligned with organisational quality assurance procedures. Plan and conduct assessments in accordance with the qualification assessment strategy and assessment criteria.

Assess learner evidence including assignments, portfolios, practical activities, professional discussions, and other forms of assessment evidence. Evaluate learner performance objectively and ensure assessment decisions are based on the required learning outcomes and assessment criteria.

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<i>Param Qualifications Limited</i>	<i>Director – Param Qualifications Limited</i>	<i>1.1</i>	<i>21<sup>st</sup> Jan 2026</i>	<i>21<sup>st</sup> Jan 2027</i>