

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Hourly Paid NVQ Assessor</b>
<b>REPORTS TO:</b>	<b>Head of School for relevant area</b>
<b>DBS:</b>	<b>Enhanced Disclosure Required</b>

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### **PURPOSE:**

Responsibility for the induction and assessment of Certificate and NVQ programmes at the appropriate level (1-5). Carrying out Internal verification on agreed programmes in line with College policy.

Contributing to the delivery of training through underpinning knowledge workshops.

### **PRINCIPAL DUTIES:**

1. To assess candidates to a particular level of competence within the NVQ programme and to the National Standards.
2. To support candidates with portfolio preparation and other advice as appropriate.
3. To develop and contribute to the underpinning knowledge delivery for candidates.
4. To induct new candidates into the qualification as per College guidelines.
5. To manage an agreed caseload of candidates and track performance.
6. To co-ordinate and manage the registration, enrolment, induction and achievement of NVQ candidates and ensure delivery of the required contact hours, also provide appropriate tracking against achievement dates.
7. Develop plans for assessing competence with candidates in line with qualification requirements.
8. Judge evidence against criteria to make assessment decisions and provide feedback and support to candidates on these decisions.
9. Contribute to the internal quality assurance process.
10. To participate in reviewing and improving NVQ systems and procedures.
11. To liaise with the Line Managers and other Internal Verifiers.

12. To liaise with the External Verifier as appropriate and make available and present portfolios for external validation.
13. To promote NVQ awareness within the department.
14. Co-ordinate the requests for certification to the Awarding Body (e.g. 'direct claims') where unit certification is appropriate.
15. Be wholly familiar with the NVQ code of practice and its implications in the delivery of the programme.
16. To be available for staff development and industrial updating as required to maintain competence.
17. To contribute to securing new business in relation to the NVQs within the curriculum area for the College.
18. To adhere to policies and procedures of Solihull College.
19. To undertake Health and Safety and Safeguarding training as required.
20. To undertake necessary Health and Safety responsibilities and duties as required by this post.
21. To undertake any necessary Data Protection responsibilities and duties as required by the post.
22. Such other duties as required which are broadly consistent with the general functions and grading of this position.

#### **EQUAL OPPORTUNITIES:**

Solihull College is committed to a comprehensive policy of Equal Opportunities. All employees are required to abide by this policy and ensure its compliance throughout the College.

#### **SAFEGUARDING:**

Solihull College is committed to ensuring a safe environment for all students and expects all staff to engage fully with this commitment.

## PERSON SPECIFICATION

**JOB TITLE:** Hourly Paid NVQ Assessor

<b>SPECIFICATION</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION/ TRAINING</b>	Be occupationally competent for working level of NVQ.  Level 3 Assessor Award or equivalent	Have proven experience in occupational area, depending on awarding bodies  Level 4 Verifier Award or equivalent
<b>RELEVANT EXPERIENCE</b>	Have a detailed understanding of the NVQ Code of Practice  Have knowledge of current developments in occupational area  Have a working knowledge of current NVQ developments in occupational area	Experience of working in a range of occupational settings
<b>SKILLS / APTITUDES</b>	Have well-developed interpersonal skills and the ability to work as apart of a team.  Be willing to work flexibly including unsociable hours, as required	Be able to demonstrate the ability to liaise effectively with internal and external managers and organisations, as appropriate, and at the appropriate level
<b>OTHER REQUIREMENTS</b>	Experience of working with adults in the occupational area  Be prepared to update skills as necessary  A commitment to the Safeguarding of Young People and Vulnerable Adults and an awareness of the outcomes of Every Citizen Matters	Experience of dealing with people with additional support needs  General awareness of cultural diversity