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##### Business Area

Training @ Hopwood

##### Job Title

Engineering Assessor

##### Salary Scale

£25,884.28 per annum with an additional one off payment of £2,000 after 6 months and dependent upon the successful completion of their probation.

##### Location

Hopwood Hall College

##### Accountable to

Programme Manager

##### Hours of Duty

36 hours per week

##### Special working conditions

The post holder may be required to work at any location of the College now or in the future in the evening and at weekends.

### Purpose

To support the assessment & delivery of the College’s apprenticeship programmes. Leading on the assessment & delivery for learners either in College or in the workplace using a variety of instruction and assessment methods including e-learning (Onefile).

Undertake fully all college quality assurance procedures to meet college & awarding body’s quality standards.

Must have own transport.

### Duties

### Undertake enrolment meeting with employer and apprentice. Confirm the job role is a suitable match for the chosen apprenticeship standard (or framework). Advise the Programme Manager of the outcome from the induction meeting

### Complete with the employer the commitment statement on an annual basis, detailing the apprentice’s proposed weekly training plan for the forth coming year. The training plan will include college based training, instructor led training and employer training.

### Conduct diagnostic and job skill assessments to produce a bespoke ILP for the apprentice. This will include the identification of any additional learning support needs.

### Monitor, track and record progress of your apprentice’s skills, knowledge and behaviours.

### Review the progress of your apprentice with the employer. Identifying for each skill, knowledge or behaviour required by the standard (or framework) whether the apprentice is awaiting training, has received training, has applied in the workplace or has mastered.

### In response to the review make necessary amendments to the structured delivery plan to ensure individual apprentice needs are met.

### Provide instruction for any skills, knowledge or behaviour identified as requiring improvement by yourself or the employer to assist the apprentice in mastering the relevant element of the standard.

### Set challenging targets for the apprentice detailing elements to be mastered within a realistic but demanding time scale.

### Promote, with the support of online materials, to all apprentices British Values, the Prevent strategy and safeguarding.

### To understand and comply fully with the college’s safeguarding policy and procedure including our prevent strategy. Ensure the apprentice and employer are fully aware of the college’s safeguarding polices and prevent strategy.

### Support the delivery of Functional Skills where required as part of the learning programme and be responsible for tracking all qualifications within the learners apprenticeship standard (or framework).

### Provide your apprentices with effective careers advice ensuring they understand their next steps following the successful completion of their apprenticeship.

### Prepare fully the apprentice to undertake successfully their end point assessment

### Support effectively the employer to identify when the apprentice is ready to go through the gateway and begin their end point assessment

### Maintain and update the apprentices e-portfolio and online learning platform (OneFile)

### Undertake IQA processes and assist the Programme Manager in performance managing apprenticeship instructors.

### Assist with the promotion and marketing of all apprenticeship programmes, working with the Employer Engagement team to share information and new leads for potential apprentices.

### Work with other team members and employers to ensure that appropriate health & safety procedures are in place. Complete and review all health & safety documentation and liaise with the health and safety advisor.

### Ensure continuous development and improvement of professional knowledge including maintaining industry expertise, completing vocational awarding body updates and training about learning technologies & e-portfolio’s

### Any other duties, of a similar level of responsibility, as may be required.

### All staff are responsible for:

**Children & Vulnerable Adults:** safeguarding and promoting the welfare of children and vulnerable adults.

**Equipment & Materials:** the furniture, equipment and consumable goods used in relation to their work.

**Health / Safety / Welfare:** the health and safety and welfare of all employees, students and visitors under their control in accordance with Hopwood Hall College’s safety policy statements.

**Equal Opportunities:** performing their duties in accordance with Hopwood Hall College’s Single Equality Scheme.

### Revisions and updates

This role description will be reviewed and amended on an on-going basis in line with organisational needs, with consultation with trade unions where required.

### Person Profile

“The College supports the Skills for Life agenda and recognises the importance of all adults having functional literacy and numeracy whatever their role.  All staff are therefore given the support to gain a level 2 qualification in literacy and / or numeracy if they do not already have one and all teaching staff are expected to promote the basic skills of their learners within their subjects.”

#### Qualifications

##### Essential Criteria

Appropriate minimum L3 Qualification for the vocational qualification assessing

Assessor qualification (D32/33/A1)

Maths/English Level 2

Internal Verification Qualification (D34/V1) or willingness to complete within probation period (9 months)

Full, clean driving licence and use of a vehicle

##### Desirable Criteria

Appropriate L4 Qualification for the vocational qualification assessing

Recognised teaching qualification (minimum PTLLS or equivalent).

**How Identified**: Application

#### Experience

##### Essential Criteria

Extensive relevant industrial experience

Delivering training via a range of methods including; 1-1, group based and online.

Negotiating & working with employers & learners

##### Desirable Criteria

Experience of using learning technologies, e-portfolio

Delivery of Functional Skills and Off Line Exams

**How Identified**: Application/Interview

#### Specialist Knowledge

##### Essential Criteria

Knowledge & understanding of the specific industry & current industrial practices.

Knowledge of Apprenticeships and delivery to WBL.

Knowledge of education & training within the industry.

Health & Safety /Equality & Diversity /Safeguarding.

**How Identified**: Application/Interview

##### Desirable Criteria

Knowledge of up to date funding

#### IT Skills

##### Essential Criteria

Intermediate user of Microsoft applications.

Ability to use technology to generate information & improve efficiency.

#### Competencies

Read this criteria in conjunction with the College Competency Framework – available on the intranet/internet.

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| **1. Leading and Deciding** | |
| 1.1 Deciding and initiating action | **Essential** |
| 1.2 Leading and supervising | **Less relevant** |

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| **2. Supporting and Co-operating** | |
| 2.1 Working with people | **Essential** |
| 2.2 Adhering to principles and values | **Essential** |

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| **3. Interacting and Presenting** | |
| 3.1 Relating and networking | **Essential** |
| 3.2 Persuading and influencing | **Essential** |
| 3.3 Presenting and communicating | **Desirable** |

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| **4. Analysing and Interpreting** | |
| 4.1 Writing and reporting | **Essential** |
| 4.2 Applying expertise and technology | **Essential** |
| 4.3 Analysing | **Desirable** |

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| **5. Creating and Conceptualising** | |
| 5.1 Learning and researching | **Essential** |
| 5.2 Creating and innovating | **Essential** |
| 5.3 Formulating strategies and concepts | **Desirable** |

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| **6. Organising and Executing** | |
| 6.1 Planning and organising | **Desirable** |
| 6.2 Developing results and meeting customer expectations | **Essential** |
| 6.3 Following instructions and procedures | **Essential** |

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| **7. Adapting and Coping** | |
| 7.1 Adapting and responding to change | **Essential** |
| 7.2 Coping with pressures and setbacks | **Essential** |

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| **8. Enterprising and Performing** | |
| 8.1 Achieving personal work goals and objectives | **Essential** |
| 8.2 Entrepreneurial and commercial thinking | **Less Relevant** |

##### Hopwood Hall College is committed to guarantee an interview to people with disabilities who meet the minimum essential criteria for a vacancy and to consider them on their abilities.