



JOB DESCRIPTION

POST : Assessor in Construction Crafts
DEPARTMENT/FACULTY : Construction, Smart Utilities & The Environment
RESPONSIBLE TO : Head of Faculty (HOF)

POST OBJECTIVE:

The assessor's key objective is to assist and assess candidates in order to help them achieve their competency qualification within the Apprenticeship Framework, including identifying any skills gaps. Working closely with the curriculum delivery team the assessor will monitor the performance and progress of Apprenticeship candidates in accordance with the Work Based Learning Quality Procedures. To actively work with the Business Development Unit to promote Apprenticeship programmes to employers.

MAIN DUTIES AND RESPONSIBILITIES:

1. To support and participate in the promotion, recruitment, and enrolment of apprentices and the engagement of employers in order to maintain the required minimum caseload as directed by the Director of the Business Development Unit.
2. Follow up on enquiries relating to work based learning activity as advised by the Apprenticeship Coordinator. The Assessor will meet with the employer and the employee giving initial advice and guidance in accordance with the job role, framework level and eligibility.
3. Following receipt of all relevant sign up documentation the assessor will acknowledge the schedule of progress reviews as set by the apprenticeship co-ordinator
4. To be responsible for the induction of apprentices and employers so that there is a good understanding of the Apprenticeship framework ensuring completion of the remaining sections of the Individual Learner Agreement (ILP). The induction process should include information on Company and College policies in relation to Health and Safety, Equal Opportunities, Bullying and Harassment, and Safeguarding. An introduction to the methods by which training will take place will also be discussed.
5. Attach all Framework Components to the E-Track system along with a target completion date against each unit. Be responsible for the updating and uploading of their learners' progress and visit activities on the E-Track system
6. Assess learners' competence in the workplace identifying skills gaps, followed up by training provision to meet the need of the identified skills gaps. Finally, there should be a follow up assessment to determine if the training need has been met.
7. To monitor and assess progress in a timely and planned manner. If, on receipt of a report detailing a 3-month countdown to timely achievement date, it is identified that the learner may not achieve on time a case conference should be called immediately with the curriculum delivery team to determine an improvement/ action plan
8. Arrange and carry out an initial 'right choice' review with the learner in week 4.

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9. Undertake every 8 weeks a progress review with the learner and the employer. The review should be undertaken in accordance with the progress review section of the WBL Quality Procedure and should include details of employees' attendance whilst on programme
10. Assessors should ensure that all assessments should take place in accordance with the Awarding organisations standards/criteria and recorded using the appropriate documentation.
11. On completion of all components of an apprenticeship framework the assessor will undertake an exit review involving the 'next stage' 'IAG' review. The assessor should ensure that the progression route/destination of the learner is documented. The Leaver stencil form completed at this stage should be sent directly to the Apprenticeship Coordinator for action.
12. Attend regular meetings as directed by the Director of the Business Development Unit and or line manager. These include but are not limited to weekly Tracking Meetings and termly Standardisation and Work Based Quality Compliance Meetings.

ADDITIONAL TASKS:

1. To comply with the College Group's Professional and Academic Standards at all times
2. To provide education and training in a learning environment approved by the institution.
3. To undertake essential and role-related activities/CPD
4. To ensure full compliance with all related College Group policies and procedures.
5. To work within College Group policies on Health & Safety and Equal Opportunities.
6. To comply with the College Group's Safeguarding and whistleblowing policies and procedures.
7. To undertake any other duties required by the line manager.
8. To comply with the College Group's Performance Management Framework, ensuring that all direct reports have agreed targets and objectives in place which are regularly monitored, enabling direct report to meet ambitious College Group targets.

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time.

This post is not exempt from the Rehabilitation of Offenders Act 1974

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PERSON SPECIFICATION

REF	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Physical	<ul style="list-style-type: none"> Smart appearance and professional manner Excellent communication skills Excellent time management skills A flexible approach to work 		Job and Medical History from application form and references. Performance in interview process.
Qualifications	<ul style="list-style-type: none"> Level 3 in relevant subject area or working towards. Assessor Award or willing to achieve GCSE English & maths (A*-C) 	<ul style="list-style-type: none"> Teaching Qualification V1 NVQ Internal Verifiers Award 	Formal possession of an appropriate qualification to be verified at interview or from records. Original certificates shown to HR and copies taken. Interview.
Experience	<ul style="list-style-type: none"> Relevant industry experience 	<ul style="list-style-type: none"> Use of E-Track or other electronic monitoring systems. 	Past employment activity record and application form. Performance on related selection methods, e.g. presentation, group discussion. Interview.
Training	<ul style="list-style-type: none"> Driver License and access to a car. Evidence of Continuous Professional Development Willing to undertake training where appropriate. 		Past training history from application form and records. Selection process by demonstration of ability to display knowledge and skills at the interview. Certificates.
Special Knowledge	<ul style="list-style-type: none"> Up to date knowledge of the relevant industry. A working knowledge of H&S legislation relating to work placements 		Qualification held and original certificate shown to HR.

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			Demonstration of ability to display knowledge and skills at the interview.
Circumstances	<ul style="list-style-type: none"> • A flexible approach to working hours as some evening and weekend work may be required • Willingness to work off site • To work within the College's safeguarding & whistleblowing policies & procedures to protect children, young people & vulnerable adults 		Ensuring candidates are aware of these requirements from the job description. Applications form details and interview. Recruitment checks. References.
Practical and Intellectual skills	<ul style="list-style-type: none"> • Ability to collate and interpret information • Excellent organisational skills • Problem solving skills • Excellent attention to detail • Strong administration skills • Leadership and management skills 		Performance in related selection process e.g. exercises, group discussion, problem solving, questions etc.
Legal Requirements	<ul style="list-style-type: none"> • DBS Clearance on appointment 		Application form and interview questioning and references.

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