Job Description

Post:	**Work Based Learning Trainer Assessor**
Salary Grade:	**Unqualified: Band 6 / Qualified Band 5 of the SCC Support Staff Pay Scale**
Responsible to:	**Head of Apprenticeship Delivery**

Key Purpose:

1	**To understand the Skills Funding Agency funding rules in relation to work based learning, to be aware of and comply with eligibility criteria and to ensure quality of paperwork is line with internal and external audit requirements.**
2	**To be responsible for and implement the delivery of comprehensive IAG with candidates to determine their suitability for Work Based Learning provision and facilitate appropriate initial assessments where required.**
3	**To be responsible for the effective management, delivery and deployment of integrated programmes of work based learning, vocational training and assessment within the Apprenticeship framework or as standalone qualifications. Within the Apprenticeship framework this includes responsibility for all elements i.e. NVQ, Technical Certificate, Functional Skills, Employers Rights and Responsibilities.**
4	**To be responsible for the co-ordination and support of Functional Skills as part of the overall framework and to deliver where required. To work in partnership with the Cross College Functional Skills Delivery Team to ensure stretch and challenge of learner skills and abilities.**
5	**To be responsible for the invigilation of examinations for both technical certificates and functional skills in accordance with relevant Awarding Body guidelines where appropriate.**
6	**To create and implement innovative work based learning delivery models, aligned to individual and group needs. This may be through delivery of dynamic group sessions, or one to one sessions.**
7	**To deliver to all learners the highest quality training, instruction, guidance and support to work towards outstanding timely achievement and overall success on both individual qualifications and frameworks.**
8	**To conduct assessment, evaluation and progress reviews as appropriate using e-portfolio and other ILT processes ensuring efficient working practices. To provide regular and purposeful reports to employers, learners and the college to ensure a clear plan of action is in place, which is timely for each learner, and allows completion with agreed target dates.**
9	**To be responsible for continuous personal development in chosen sector specialisms, to ensure effective and innovative support for all learners aligned to current sector needs.**
10	**To be responsible for vigorous and comprehensive candidate tracking to ensure at all times progress and status of learners is current and up to date, and in line with pre-determined progress targets. To prepare**

	and produce regular learner progress updates to discuss with line manager at regular 121 meetings.
11	**To develop, maintain and enhance relationships with employers through high quality delivery solutions and 'best practice' relationship management.**
12	**To maintain efficient record keeping and tracking using systems provided and stipulated by the college. This will include withdrawals, transfers, assessment and examination resulting, and updating of information held in the college information system to enable the tracking of learner progress.**
13	**To fully comply with College Quality processes, including Self-Assessment, internal and external verification compliance and ensure implementation of College policies and procedures.**
14	**To meet pre agreed key performance indicators aligned to timely achievement, quality of delivery and other key business requirements.**
15	**To work well within a team to identify continuous improvements and new initiatives in response to employer and learner need and high levels of quality assurance.**

Responsibilities:

1	To participate in key College processes as required.
2	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion, Quality Assurance and the College Charter.
3	To work flexibly in the interests of the organisation as required.
4	To participate in performance reviews and to undertake staff development activities as appropriate.
5	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

Duties and Responsibilities:

a	Engage with employers and individuals for the purpose of training and development ensuring suitability of learning environment and employer support for learners.
b	Participate in the recruitment and interviewing of new learners to gauge suitability for learning programmes including assisting with recruitment and marketing initiatives to meet contract demands.
c	Deliver NVQ and other vocationally related qualification to individuals relative to industry requirements and in accordance with award body and sector skills council requirements for quality.
d	Deliver Functional Skills when required and at a level appropriate to meet the needs of the learner and the required Apprenticeship framework.

e	Undertake initial assessment of learner's basic skills and prior learning and feedback the result to learners. Decide upon the most suitable course of support for the learner using assistance from specialist teams in the College as appropriate.
f	Support learners to improve basic skills in literacy and numeracy as guided by line manager.
g	Undertake Health and safety vetting and monitoring of employer premises in accordance with College regulations.
h	Ensure high framework and NVQ achievements against target at all times within an agreed timescale according to the individual learning plan.
i	Fully engage with College Quality processes and procedures including Self-Assessment, Observations, and contract compliance in relation to paperwork.
j	Undertake Reviews with learners and employers in accordance with contract requirements.
k	Ensure exit interview for all learners and strongly encourage progression opportunities.
l	Deliver relevant and appropriate training sessions to learners who are employed as well as pre-employed learners as necessary.
m	Develop resources and materials to support delivery of provision in partnership with other team members.
n	Effectively track and record learners' progress and performance and provide relevant reports to line manager when requested.
o	Undertake staff development aligned to changes and updates as required and as appropriate for continued professional development.
p	To develop and maintain professional competence, attend staff meetings and training sessions as directed.
q	Undertake IV activities when required, and work towards IV qualifications within first 12 months if not already qualified.
r	To carry out any other duties and responsibilities as reasonably directed by the line manager.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign and date the job description:
Name of the post holder:
Line manager to sign and date the job description:
Name of the line manager:

Person Specification - Trainer / Assessor

		Essential	Evidence		Desirable	Evidence
Qualification	1	Assessor and internal verifier awards (or commitment to achieve within one year)	Application / Certificate	a	IT qualification	Application / Certificate
	2	Literacy and Number qualification at Level 2 (or be willing to achieve within one year)	Application / Certificate	b	Key skills qualification	Application / Certificate
	3	Recognised national qualification in a relevant subject area at level 3 or above	Application / Certificate	c	First steps in teaching certificate	Application / Certificate
	4	Health and Safety training	Application / Certificate			
	5	Basic Teacher training qualification or equivalent	Application / Certification			
Professional Development	5	Evidence of ongoing professional development	Application Form			
Knowledge	6	Knowledge of recent developments in training, assessing and verifying	Application/ Interview			
	7	Knowledge of NVQ frameworks/relevant course criteria	Application/ Interview			
	8	Knowledge of Ofsted Common Inspection Framework (CIF) and Self-Assessment	Application/ Interview			
Experience	9	Recent relevant commercial or industrial experience within the	Application/ Interview			

	occupational area 10 Experience of training and assessing competence based programmes 11 Experience of Co-ordinating competence based programmes for individuals 12 Experience of working with work based providers/employers	 Application/ Interview Application/ Interview Application/ Interview		
Skills/ Qualities	13 Good organisational skills 14 Good communication and motivational skills 15 Flexible approach in order to achieve demanding targets	Interview Interview Interview		
Other	16 Strong values and commitment to the College's ethos. 17 Demonstration of proactive support for equality, diversity and inclusivity. 18 A commitment to safeguarding and promoting the welfare of learners 19 Current driving licence and access to personal transport 20 DBS Check to College will be undertaken for successful applicant	Application/ Interview Application/ Interview Appointment		