

Job Description

Job title:	Assessor – Health and Care (Apprenticeships and Work-based Learning)
Department:	Employment and Skills (Chelmsford College)
Responsible to:	Curriculum Manager – Employment and Skills
Responsible for:	No subordinate staff
Purpose of job:	To manage a caseload of students in line with their apprenticeship or work based learning programme. To assess against agreed standards of competence using a range of assessment methods, giving feedback on your assessment decisions and contributing to the quality assurance process.

MAIN TASKS & RESPONSIBILITIES:

Main Duties:

1. Represent Chelmsford College and deliver excellent quality assessment of work based learning/apprenticeships.
2. Developing, agreeing and delivering realistic plans for learning and assessment with learners, including the identification of different needs.
3. Planning the assessment process with learners & other people involved, including establishing and developing employer participation.
4. Giving learners feedback & support on assessment decisions, including delivery of underpinning knowledge and other critical areas of the Apprenticeship framework.
5. Supporting learners with identified additional learning or social needs which the successful completion of their framework.
6. Conducting timely reviews in line with national and local procedures.
7. Contributing to the internal quality assurance process and responsible for outstanding quality standards throughout all aspects of delivery.
8. Recruitment of new learners in line with the college growth plan.
9. Retention and timely achievement of all learners – ensuring given protocol is followed with regards to internal quality assurance, external quality assurance and certification of each element of the Framework.
10. General administration duties that sit in line with this position.

- 1 Delivery and assessment of QCF Work-based Knowledge/Competence/Apprenticeship Qualifications (in line with the Specification of Apprenticeship Standards for England (SASE))**
 - 1.1 Interview and/or initial assessment of learners
 - 1.2 Diagnostic assessment in Mathematics and English of learners
 - 1.3 Assessment and action planning of Work-Based Knowledge and Competence qualification.
 - 1.4 Embedding, promoting and delivering English and Mathematics at the level of competency
 - 1.5 Delivering learning and assessment of underpinning knowledge and other critical areas of the Apprenticeship framework.
 - 1.6 Development and monitoring of the individual learning plan and learner journey documents that support teaching, learning and assessment as well as the development of the learner.
 - 1.7 Review of learner's progress including reinforcement of health and safety, equal opportunities, safeguarding and career aims and progression.
 - 1.8 Liaison with Internal Quality Assurers and Awarding Body Standards Verifiers to ensure learner portfolios satisfy awarding body criteria.
 - 1.9 Monthly updates to Internal Quality Assurer on learner progress towards targets and within specified time frames
 - 1.10 Enable learner achievement within specified guidelines in line with SFA audit requirements and Work-Based /Apprenticeship Codes of Practice.
 - 1.11 Retention and timely achievement of all learners – ensuring given protocol is followed with regards to internal quality assurance, external quality assurance and certification of each element of the Framework.
 - 1.12 Completion of relevant approved paperwork, computerised records and monthly tracking documents as instructed.

2 Learner support

- 2.1 Identification of additional learning needs and communication of findings to relevant departments/agencies and the Internal Quality Assurer. Ensuring all support needs are met.
- 2.2 Facilitate, in liaison with employer, relevant underpinning knowledge to develop learner skills gaps as appropriate.
- 2.3 Recommendation of other training programmes learners might attend to fulfil the requirements of their learning programme.
- 2.4 Work in line with current safeguarding and equal opportunity procedures

3 Employer Liaison

- 3.1 Establish and develop employer participation in Work-Based Qualification/Apprenticeships programmes.
- 3.2 Provision of advice and guidance relating to other New College products and services.

- 3.3 Establish partnerships with employers and ensure initial enquiries regarding new and emerging needs are dealt with in a timely manner.
- 3.4 Maximise employer engagement opportunities to develop growth and further business for the College i.e. recruit additional learners into apprenticeship frameworks

4 Other duties

- 4.1 To keep up to date with changes to National Apprenticeship standards and work-based competence in line with QCF/Awarding Body/Apprenticeship frameworks and SASE Standards.
- 4.2 Undertake and maintain a log of continuous professional development to ensure skills and knowledge are up to date at all times. This may include attending training and development activities and/or completing 'work experience' to ensure current occupational competence.
- 4.3 Contribute to the design and implementation of new systems/curriculum development and procedures.
- 4.4 Attend information evening/events and provide advice and guidance.
- 4.5 Attend relevant meetings, including at least two standardisation meetings each year, and attendance at Awarding Body Standards Verifier visits if required.

NB In consultation with you this job description is liable to variation by Company Managers to reflect or anticipate changes in the Company's requirements.

This role may be required from time to time to perform duties other than those given in this job role definition. The particular duties and responsibilities attached to roles may vary without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

Person Specification

Job title: Work Based Tutor – Health and Care
(Apprenticeships and Work-based Learning)

Department: Employment and Skills (Chelmsford College)

Information for candidates:

The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for; a sentence or two of explanation will help us to assess your application.

Applications from people with disabilities will be assessed based on the specification criteria to carry out the duties of the post.

Method of Assessment The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable
Qualifications	
A relevant degree or relevant professional qualification relating to the Health and Care Sector	E
D32/D33/A1 Units/Award in Assessing Competence in the Work Environment/Certificate in Assessing Vocational Achievement qualified	E
V1 Award or equivalent (TDLB D34) or to obtain one within 2 years of joining	D
Must hold both English and Maths qualification equivalent to GCSE C or above or 4+ / CSE Level 1 / O-Level C or above / Adult Numeracy or Literacy = Level 2	E
L3 Award in Education or Training or to obtain one within 2 years of joining	E
Knowledge / Previous Experience / Skills	
Occupationally competent	E
Evidence of successful assessment of learners in an appropriate setting	E

Assessment skills to work successfully with learners' of varied ages, background and abilities	E
Evidence of good to outstanding assessment and observation skills	E
Evidence of working with awarding bodies with a clear understanding of standards, procedures and documentation	E
Customer orientated with excellent interpersonal skills	E
Committed to quality and raising standards	E
Flexible, enthusiastic and proactive	E
Well organised, able to work to targets and deadlines	E
Able to plan work independently, using initiative	E
Personal Attributes	
Current Driving Licence with use of car and willingness to gain business use insurance	E
Willing to travel from home or work	E
Ability to handle and organise administrative work efficiently and to maintain accurate records.	E
Willing keep professional knowledge and skills up to date and participate in professional development opportunities	E
Ability to use ICT in the assessment and administrative process – including experience of e-portfolios	D
Willingness to participate in team meetings and present innovative ideas to improve assessment processes	E
Willingness to promote the College's Equal Opportunities policy and have a practical awareness of how to implement it	E
Ability to fully understand and adhere to the College's Safeguarding policy and to be vigilant of any Safeguarding concerns.	E