

## **BARNET AND SOUTHGATE COLLEGE**

### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Apprenticeship Assessor/Trainer – Gas Engineering
<b>SALARY:</b>	Support Scale P04
<b>HOURS:</b>	21.6 hours per week, 52 weeks per year
<b>PRIMARY LOCATION:</b>	Colindale, but will be expected to travel to employers for on-site assessments

#### **PURPOSE OF POST:**

The Apprenticeship Assessor/Trainer will work with the Curriculum and Internal/External Verification Co-ordinator to deliver on-site and incentre assessment and training against the Level 3 Diploma in Gas Engineering and the level 3 Gas Engineering Apprenticeship. The role will include high quality training, coaching support, assessment planning, monitoring and formal reviewing of the apprentice's progress towards meeting the apprenticeship programme and supporting the candidate through to end point assessment.

The role will involve travel to a range of employer premises to coach and assess candidates, in centre assessments and formal training which takes place at our Colindale campus.

**RESPONSIBLE TO:**  
INTERNAL/EXTERNAL VERIFICATION CO-ORDINATOR

**SAFEGUARDING OF LEARNERS:** This is a regulated position and subject to an enhanced DBS.

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#### **MAIN DUTIES**

##### **Operations:**

1. Ensure the initial 'assessment' assessment process is comprehensively completed to the company standard and evidence provided to support candidate file and funding audits
2. Be solely responsible for the liaison with ALS Team and track and monitor additional learning support where provided for apprentices
3. Sole responsibility for ensuring all candidates complete the apprenticeship programme in a timely manner and are ready for their relevant EPA, which includes meeting targets set on the learning plan, co-ordinating Functional Skills with the tutor, tracking OTJ and Workshop Attendance, portfolio building, e-learning modules and any candidate documentation required
4. Work with candidates to complete the apprenticeship programme by using technology including electronic portfolio (Smart Assessor) and e-learning resources
5. Develop a programme of development and assessment, setting realistic but challenging goals that meet learners' and employers' needs
6. Give timely feedback on progress towards mastery of relevant skills and knowledge
7. Identify, plan and record on the Individual Learning Plan all training, coaching, assessment, support and achievement for all candidates on caseload.

8. Maintain regular contact with all candidates in line with company guidelines ensuring all non-visits or contact is documented and reported to the Internal and external Verification Co-ordinator
9. Complete all relevant paperwork in accordance with the college guidelines and external requirements
10. Have sole responsibility for ensuring all candidates receive a formal review of their progress (minimum every 12 weeks) involving the candidate, and their line manager. Ensure review complies with college standard and quality, and evidenced in candidate file in their e-portfolio
11. Ensure that health and safety checks are completed for every year in accordance with the operations manual and at the agreed level of frequency for the placement and sector
12. Manage the effective planning and completion of all learner ISA exams
13. Lead the EPA preparation process by conducting mock EPA sessions for learners
14. Contribute to the Internal Quality Assurance Process
15. Effectively co-ordinate each candidate's programme ensuring that training needs are discussed, and appropriate opportunities planned with the work-based supervisor. Arrange for candidates to attend planned training at the relevant centre/other local training site
16. Maintain the currency of your own knowledge and skills, with reference to workplace practice and feedback from others
17. Deliver aspects of the training required including Functional Skills and other workshops as required by the company
18. Ensure that British Values, Prevent and Safeguarding are embedded in to the delivery of the Apprenticeship
19. Lead on apprentice and employer feedback surveys ensuring responses are received and actioned in a timely manner
20. Attend 121 meetings, other meetings and forums as required by the business
21. Participate in any other reasonable duties/projects as requested by the Internal Verifier or college SMT

#### **Account Management:**

1. Identify potential new opportunities and work in partnership with the sales team to identify new business opportunities or repeat business
2. Identify apprenticeship standards for development which will support and grow apprenticeship provision in the college and benefit learner progression routes
3. Meet regularly with candidate employers to discuss new opportunities, and any other requirements.
4. Provide employers with regular candidate progress reports and ensure employer satisfaction exceeds customer expectations
5. Feedback any business opportunities to the Internal/External Verification Co-ordinator

#### **Finance**

1. Update and upload candidate progress on a weekly basis to show accurate information on candidate progress and achievements in relation to the apprenticeship programme
2. Complete and provide evidence to demonstrate candidate progress through appropriate coaching visits ensuring formal progress reviews are completed every 12 weeks
3. Ensure that all candidates that have been endorsed as having an additional learning/social need (ALN/ASN) organise additional support where relevant.
4. Provide all financial and contractual required documentation within specified timelines as required by college guidelines

5. Complete all audit actions from the Quality Assurance process within 4 weeks of receiving a detailed action plan
6. Ensure that expenses are submitted **monthly** following the procedure in employee handbook, to Internal Verifier for checking and authorisation

**Equal Opportunities:**

1. Comply fully with the organisations Equality and Diversity Policies and proactively promote equality of opportunity within the workplace
2. Ensure that all candidates are provided with a good basic understanding of their rights and responsibilities in terms of equal opportunities and the appropriate methods for dealing with such discrimination (including an awareness of the grievance procedure)
3. Anticipate and overcome barriers to progress and inspire achievement, ensuring that learning is inclusive and supports diversity
4. Bring any instances of actual or perceived discrimination, harassment or bullying to the attention of the line manager in the first instance and ensure that this dealt with appropriately
5. Ensure that the training environment and assessment process are free from discrimination
6. Ensure that employers/supervisors understand and promote the culture of “safeguarding” of all learners who participate in college programmes.

**Management:**

1. Manage time and documentation effectively to complete workload and meet deadlines
2. Plan, schedule and evaluate own work
3. Create, maintain and promote good working relationships
4. Evaluate and improve their own professional practice in relation to the Professional Standards for Teachers and Educators in the Education and Training Sector

**PERSON SPECIFICATION: Trainer/Assessor**

Criteria	Essential	Desirable
<b>Education</b>	<ul style="list-style-type: none"> <li>Good general standard of education</li> </ul>	<ul style="list-style-type: none"> <li>GCSE's Maths and English A-C equivalent</li> </ul>
<b>Work-based Qualifications</b>	<ul style="list-style-type: none"> <li>A recognised teaching or training qualification for example; PTLLS, CTLLS, DTLLS, PGCE, AET, CET, DET</li> <li>Relevant industry qualifications               <ul style="list-style-type: none"> <li>Gas Safe Registered                   <ul style="list-style-type: none"> <li>CCN1 (Core)</li> <li>CPA1 (Analysers)</li> <li>CENWAT( boilers)</li> <li>MET1 (meters)</li> </ul> </li> </ul> </li> <li>Assessors must be technically qualified in domestic gas installation/maintenance and hold one of the following qualifications:               <ul style="list-style-type: none"> <li>City &amp; Guilds Level 3 Diploma in Gas Utilisation or</li> <li>City &amp; Guilds / SQA S/NVQ in Domestic Natural Gas (Level 3) or</li> <li>City &amp; Guilds 662 Certificate for Service Engineers (Gas) or</li> <li>City &amp; Guilds 598-2 Certificate in Gas Installation Studies or</li> <li>City &amp; Guilds 660 Certificate in Gas Fitting</li> </ul> <p>This list is not considered exhaustive and other 'Mechanical Engineering Services' (MES) or 'Building Engineering Services' (BES) qualifications at Level 3 / SCQF Level 6 or equivalent may be considered acceptable. This will be submitted to C&amp;G to confirm prior post confirmation</p> </li> </ul>	<ul style="list-style-type: none"> <li>Internal Verification V1</li> <li>(CKR1)</li> <li>( HTR1) fires</li> <li>(CONGLP1 PD) PG changeover</li> <li>Hwss (unvented hot water)</li> <li>Water regs certificates.</li> <li>Level 2 NVQ in Plumbing and Heating (or equivalent)</li> <li>Level 3 NVQ in Plumbing and Heating (or equivalent)</li> </ul>

	<ul style="list-style-type: none"> <li>Assessor Awards A1 &amp; A2</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>Proven track record in delivering apprenticeships</li> <li>Proven track record in timely achievement of apprenticeships</li> <li>Proven experience of supporting learners' development of vocational competence and the wider skills that relate to employability and professionalism.</li> <li>The ability &amp; proven track record to use a variety of good practice assessment methods to deliver high quality apprenticeship programmes</li> <li>The ability to self-manage and manage a diary effectively</li> <li>Good IT skills including full Microsoft Office suite</li> </ul>	<ul style="list-style-type: none"> <li>The ability to use technology to deliver apprenticeship programmes</li> <li>A proven track record of employer engagement</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Excellent knowledge of current coaching practice for areas occupationally competent to deliver</li> </ul>	<ul style="list-style-type: none"> <li>Good knowledge of current thinking in work-based learning</li> <li>Good understanding of the current apprenticeship system and the impact of recent changes in the sector</li> <li>Good knowledge of functional skills</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>At least 5 years' experience in relevant sector/s</li> <li>A proven track record of demonstrating learner development in a work based setting</li> <li>Experience of implementing strategies for inspiring learners, increasing their resilience in overcoming barriers and obstacles, and in raising concerns</li> </ul>	<ul style="list-style-type: none"> <li>Experience of employer engagement</li> </ul>

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Self motivated</li> <li>• Organised and Punctual</li> <li>• Target orientated individual</li> <li>• Excellent communication skills</li> <li>• Highly committed</li> <li>• Professional</li> </ul>	Driving licence and access to own vehicle
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