

**PERSON SPECIFICATION
NVQ Assessor**

KEY	SKILL/QUALITY	Essential	Desirable	METHOD OF ASSESSMENT		
				App Form	Interview	Presentation / Tasks
What educational background is required? (E.g. GCSE/degree level etc).	<ul style="list-style-type: none"> ◆ Level 4 qualification orequivalent. ◆ Level 3 qualification orequivalent. ◆ Good level of IT. ◆ Full driving licence. ◆ Good verbal and written skills ◆ Maths and English minimum GCSE C 	✓ ✓ ✓ ✓ ✓	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What professional qualifications are required? (E.g. teaching, secretarial, qualifications).	<ul style="list-style-type: none"> ◆ Relevant job related training or qualification indicating level of competence. ◆ D32 / D33 or A1 Award. 	✓	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is previous job experience necessary? How many years? In what type of role? (E.g. similar experience or responsibilities in Education).	<ul style="list-style-type: none"> ◆ Experience within an assessor role. ◆ Proven track record of meeting targets. ◆ Experience of working in the training / education sector. ◆ Experience of working within industry. 	✓ ✓ ✓	✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the job require specialist knowledge or skills? (E.g. legislation, policy-making, supervisory experience, clerical skill).	<ul style="list-style-type: none"> ◆ An appreciation and understanding of SFA funding streams. ◆ Knowledge of NVQ qualifications, and NVQ Code of Practice requirements. 	✓	✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What personal qualities are required? (E.g. enthusiasm, initiative, team working skills).	<ul style="list-style-type: none"> ◆ An ability to demonstrate excellent communication skills and the ability to relate to a wide range of people. ◆ High level of presentational skills ◆ Ability to manage a constant workload with conflicting demands to achieve timely targets ◆ Ability to work effectively as a member of a team ◆ Appropriate professional appearance ◆ Commitment to quality of service ◆ An ability to influence and motivate learners ◆ An enthusiastic approach within a target orientated environment ◆ Flexible attitude. ◆ Commitment to high professional and personal standards of work and of conduct 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there any unusual job requirements? (E.g. evening/weekend duties, Governor liaison).	<ul style="list-style-type: none"> ◆ Attendance at networking and marketing events, may include evenings and weekends 	✓		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>