

**Job Description**

# **Job Title:** Work Based Assessor / IQA – Electrical

**Department:** Apprenticeships

**Location:** Crosskeys

**Responsible To:** Apprenticeships Manager

**Job Purpose:** To ensure apprentices achieve the work-based element of their qualification (typically an NVQ at level 2 or 3), conducting regular reviews with both the learner and employer to facilitate progress. You will be responsible for an agreed number of candidates (the caseload will depend on the apprenticeship level and geographic location). To engage with stakeholders within your industry to identify new Apprenticeship opportunities outside of existing contract arrangements.

**Principal Responsibilities**

1. Responsibility for initial assessment, assessment planning, carrying out assessments, and providing constructive and motivational feedback to candidates, completion of progress reviews of candidates.
2. Track and record trainee progress towards individual achievement of relevant criteria and provide evidence of unit completion.
3. Select the relevant qualification and level, with reference to experience, range of work and ability of the candidate in conjunction with the needs of the employer.
4. Complete all registration documentation in line with the Consortium, College and Awarding Organisation guidelines.
5. Ensure all work-based assessment is conducted objectively, fairly and transparently. Ensure that regular assessments/reviews are completed and that all relevant paperwork is submitted within the specified time scale.
6. Maintain a high standard in the completion of all assessment records and compilation of candidate work. Ensure that all documents are held securely for External Quality Assurance.
7. Complete all certification documentation requests to the satisfaction of the Awarding Organsation.
8. Administration & Record Keeping
9. Ensure that systems in place are adhered to.
10. Implement systems which are in keeping with and operate to the limits set by Coleg Gwent and conform with its various contracts.
11. Ensure the confidentiality of data at all times.

**Team Work & Contribution**

1. Co-operate with, and support the Apprenticeships Manager in all aspects relating directly to work based assessments/reviews.
2. Ensure the Apprenticeship Team is regularly updated in terms of reviews, learner progress, output related targets.
3. Liaise with the Internal Quality Assurer, other Apprenticeship Assessors~~,~~ and Apprenticeship Officers to ensure the highest standards of service to our clients.
4. Ensure that best practice in assessment is adhered to at all times, take part in standardisation events and professional development to keep up to date with changes in industry, legislation and assessment practice.
5. Provide information/support to commercial/business partners with respect to individual trainee progress, assessment plans and assessment schedules.

**Policies & Procedures**

1. To comply with all College Policies & Procedures.
2. To keep abreast of changes to Policy & Procedures and to make the necessary changes to administrative systems.
3. To ensure that all aspects of the College Financial Instructions and Financial Standing Orders are followed.
4. Promote the college’s core values and incorporate them into all aspects of the role.
5. To contribute to supporting and supervising learners, including taking action to ensure acceptable behaviour at all times.
6. To ensure that all activities are compliant with the General Data Protection Regulations.

**Health & Safety**

1. To ensure that safe working practices are used and appropriate Health and Safety legislation adopted.
2. To exercise responsibility for carrying out and adhering to the Health, Safety and Welfare Policy and Procedure.
3. To liaise with the Health and Safety Department to ensure accurate recording of related information.

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| **Note:**   1. **As a term of your employment you may be required to undertake such other duties as may reasonably be required of you commensurate with your grade/level in the college.** 2. **This is a description of the job as it is at present constituted. It is the practice of the College periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions.** 3. **This description is not intended to establish a total definition of the job, but an outline of the duties.** 4. **All staff are required to make themselves aware of the Financial Regulations. Finance Business Partners can make them available.** |



Person Specification

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| **Criteria** | **Essential** | **Desirable** | **Assessed by** |
| 1. **Qualifications** | | | |
| 1. Level 3 Assessor Award or equivalent |  |  | Application form |
| 1. Level 4 IQA Award or equivalent or must be prepared to obtain within a specified period of attainment |  |  | Application form |
| 1. Electrical qualification at NVQ Level 3 |  |  | Application form |
| 1. **Knowledge & Experience** | | | |
| 1. Experience of assessment in a school, college or for a training provider |  |  | Application form/Interview |
| 1. Knowledge of the Apprenticeship framework and experience in Work Based Assessment |  |  | Application form/Interview |
| 1. Recognises and understands policy and procedures |  |  | Interview |
| 1. Understands need for accurate records |  |  | Application form/Interview |
| 1. Understands and has experience of IQA System |  |  | Application form/Interview |
| 1. Relevant experience in a Electrical environment |  |  | Application form/Interview |
| 1. **Skills & Attributes** | | | |
| 1. Well organised and punctual |  |  | Interview |
| 1. Customer focused. |  |  | Interview |
| 1. Ability to work under pressure and meet deadlines. |  |  | Application form/Interview |
| 1. Able to provide advice and guidance. |  |  | Application form/Interview |
| 1. Ability to establish positive working relationships with colleagues and customers. |  |  | Application form/Interview |
| 1. Able to offer advice to customers. |  |  | Application form/Interview |
| 1. Ability to carry out training needs and analysis of customer needs. |  |  | Application form/Interview |
| 1. Be able to communicate through modern media. |  |  | Application form/Interview |
| 1. **Additional Requirements** | | | |
| 1. Able to travel as required to fulfil the requirements of the role |  |  | Application form/Interview |
| 1. Have access to a vehicle. |  |  | Application form/Interview |
| 1. Able to work flexibly, including weekends and evenings |  |  | Application form/Interview |
| 1. Flexibility in terms of availability and working practice |  |  | Application form/Interview |
| 1. To act as an ambassador for the College |  |  | Interview |