

Childcare Play Learning and Development (CCPLD) Assessors (Higher Apprenticeship)

Contract term: Temporary, full time (until October 2024)

Hours: Full-time

Location: Field Based

Salary: £27,500 rising to £30,500 per annum

If you would like to work for an organisation that demonstrates outstanding commitment to staff engagement, has gained a place on the Times Best 100 Companies to work for in the UK for the last eight consecutive years and that holds Investors in People Platinum accreditation we would love to hear from you!

Who we are:

As Wales's largest Training Provider, ACT provide a wide range of training programmes and qualifications including Traineeships, Apprenticeships, Higher Apprenticeships and Schools provision across 30 different sectors throughout Wales.

ACT is all about people. With a family feel culture we believe our employees are our greatest asset. We're all extremely passionate about making a positive difference to people's lives by providing excellent learning programmes and opportunities.



What you'll do:

We are looking for passionate individuals who will support learners within the workplace in achieving relevant Frameworks. The role involves assessing learners and delivering workshops based around Level 4 & 5 in Childcare Play Learning and Development (CCPLD) and Essential Skills. You will be responsible for a caseload of learners ensuring timely achievement of Apprenticeship qualifications.

We are looking for qualified Assessors i.e. Level 3 Certificate in Assessing Vocational Achievement (AVA) or equivalent with a minimum of 5 years' occupational experience. You will also need to be educated to a degree / Level 5 within a related sector.

The role is field based covering the South and Mid Wales area and fits within the Childcare Apprenticeship Route reporting to the CCPLD, CYP & PW Route Manager.

ACT is committed to promoting the Welsh language for both staff and learners, and whilst it is not considered essential criteria, the ability to speak Welsh is desirable for this role.

What we offer:

- Generous holiday package (up to 45 days per year)
- Annual salary increases
- Healthcare cash plan
- Contributory pension scheme
- Life assurance
- Wellbeing initiatives including access to in-house counselling
- Employee voice initiatives including a staff council
- Flexible and hybrid working options (where applicable)
- Annual team building events
- Four paid volunteering days per year
- Length of service and birthday rewards
- Staff recognition awards

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- Complimentary tea and coffee
- Excellent learning & development and CPD opportunities
- Formal coaching and mentoring opportunities
- E-learning platform available to all staff

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What you are responsible for:

- Deliver and organise training, assessments, workshops and centre based activities to enable learners to achieve all learning outcomes on the ILP (including Essential Skills qualification) whilst meeting requirements of awarding organisations, Welsh Government, Estyn Common Inspection Framework and **ACT**
- Use the Vision system to manage own caseload effectively to ensure accuracy of all data and all **ACT** and Welsh Government requirements are being met
- Assess, support and develop learner's literacy, numeracy, ICT and employability skills; knowledge of sustainable development and global citizenship, Welsh Language and Culture through delivery of qualifications and enrichment activities
- Deliver, record and continually update the learning journey paperwork (initial assessments, ILPs, induction and reviews) to ensure a meaningful learner experience in line with **ACT** and Welsh Government requirements
- Follow the departmental IQA procedures to ensure good quality of delivery and progress of qualifications that meet awarding organisation requirements
- Ensure all relevant Welsh Government and **ACT** administrative paperwork is completed accurately and promptly
- Maintain own CPD by attending sector, awarding body and internal training
- Contribute towards development of curriculum and strategic plans
- Communicate regularly and professionally with employers to maintain good relationships and engagement in the learning process. Develop links with employers to promote new business as appropriate. Act as a conduit between employers and **ACT** ensuring that all business leads are referred to the appropriate **ACT** nominee. Recruit new learners as agreed with Line Manager
- Engage effectively with employers to keep them involved in the learner journey and to encourage further starts within the organisation. Also to promote the whole range of **ACT** services to facilitate cross selling
- Ensure learners wellbeing by carrying our health and safety monitoring and following safeguarding procedures
- Communicate effectively with the team and management including checking and responding to e-mails, updating calendars, attending meetings and staff training events
- Take part in, support and carry out actions from quality processes e.g. quality observation, audit, learner feedback
- Design and deliver training solutions to ACT learners, as required
- Respond to enquiries
- Produce training materials



- Build and maintain course resources including distance learning materials
- Work with and support other team members
- Ensure training content and delivery styles are current
- Evaluate training delivered
- Design and deliver bespoke development programmes as required
- Manage learner cohorts
- Mark and assess various course work including assignments, distance learning materials and projects to ensure the minimum standards set by Awarding Bodies in the qualification specifications have been met
- To ensure quality, consistency, accuracy and fairness for all learners
- To ensure that best practice is identified and shared
- To ensure compliance with Equality and Diversity legislation in relation to the training delivery
- Demonstrate commitment to learners, their learning, safety and well-being by taking account their current level and making them aware of progression options.
- Use evidence and research to improve practice.
- Plan and deliver effective learning, teaching and assessment by using a range of methods including digital to effectively enhance the learning process.
- Build positive and collaborative relationships with learners, colleagues, employers and others as appropriate.
- Enable learners to share responsibility for their own learning/assessment and empower them to set challenging goals and targets and to evaluate their own progress.
- To adhere to and promote ACT's environmental and sustainability practices.
- Responsible for adhering to all GDPR (General Data Protection Regulations) legislation in respect of all learners, clients and colleagues.
- Any other duties as requested by your Coordinator or Manager, which may be necessary from time to time.

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Personal and other duties and responsibilities:

- To actively keep updated with the company's services and programmes
- To continually develop yourself by attending courses, meetings, training events, workshops and seminars
- To demonstrate clear written and verbal communication skills
- To be highly self-motivated and organised
- To ensure effective customer care skills
- A recognition and regard for observing confidentiality
- The capacity to work as part of a team
- An ability to work on own initiative and meet set timescales
- General housekeeping duties
- To display **ACT** core values at all times.

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Person Specification

What we are looking for:

Please amend/add/remove to suit the role

		Assessment Method	Essential	Assessment Method	Desirable
Experience		A	Application Minimum of 5 years' occupational experience of working in a senior role within An Early Years setting	A	Application/ Interview Working within the training/education sector
Qualifications & Knowledge		A	Application/ Certificate verification Minimum L3 occupational based qualification or equivalent (Childcare) Degree within a related sector or Level 5 qualification. Assessors qualification - Level 3 Certificate in Assessing Vocational Achievement (AVA) or equivalent	A	Application/ Certificate verification Teaching qualification PW L3
Skills & Attributes		A	Interview Creative and passionate for training/learning	A	Interview Welsh speaker
		B	Interview Ability to develop others		
		C	Interview Proven track record of meeting targets		
		D	Interview Excellent written and verbal communication skills		
		E	Interview Well organised		
		F	Interview Excellent IT skills with programmes such as Microsoft Office, Word and Excel		
		G	Interview Willingness and ability to be flexible and go above and beyond as and when needed		
		H	Interview Team player with ability to work on own initiative		
		I	Interview Willingness to undertake personal & professional development in relation to your role and business needs		
Personal Qualities		A	Interview To uphold ACT Values		
Other		A	Interview Hold a full U.K. driving licence and access to vehicle		



Have you got what it takes? <https://www.irishrcloud.co.uk/recruit/application/apply.aspx?cid=527-9B7AAB5D-403A-4465-A6FE-A54AB5AF32C9&VacancyID=25862-82CA33C0-C9A1-49A6-9F7B-141D1B5763FF>

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