



Digital Assessor

Contract term: Permanent

Hours: 37 hours

Location: Field-based

Salary: £26,300 rising to £27,800 per annum pro rata

If you would like to work for an organisation that holds 3-star accreditation with Best Companies demonstrating extra-ordinary levels of staff engagement, has gained a place on the Times Best 100 Companies to work for in the UK for the last seven 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 a creative and passionate individual who will support and empower learners within the workplace in achieving relevant qualifications. The role involves assessing and training learners in our Information Technology, Digital Application Support and Information Technology Security qualifications (up to Level 4 QCF) and supporting them to complete their Essential Skills, whilst ensuring an excellent learner journey experience.



With vocational experience in the Information Technology Security sectors, you will support a range of level learners to...

- Learn and demonstrate skills in basic information technology packages
- Learn and demonstrate skills in IT Project management
- Learn the principles and put into practice information governance and assurance regarding information systems security
- Learn and implement the skills needed to carry out routine threat intelligence and threat modelling tasks
- Carry out tasks regarding IT system management
- Learn how to test the security of information security systems
- Learn skills and demonstrate how they carry out information security audits
- Learn skills and demonstrate use of systems architecture

You will be responsible for a caseload of learners across Wales, therefore must be able to travel. You will report to the Digital Route Manager.

You will be given all relevant training for the role.

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
- Car uplifts (where applicable)

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

What you are responsible for:

- Deliver and organise training, assessments, workshops and centre based activities using a range of digital tools to enable learners to achieve all learning outcomes on the ILP, including Essential Skills Wales.
- Meet all requirements of awarding organisations, Welsh Government, Estyn Common Inspection Framework, the Professional Standards and **ACT**.
- Use systems in place to effectively manage caseload.
- Assess, support and develop learner's literacy, numeracy, ICT, digital and employability skills; knowledge of sustainable development and global citizenship, Equality and Diversity, Welsh Language & Culture and Well-being through delivery of qualifications and enrichment activities.
- Ensure learners well-being by carrying our health and safety monitoring and following safeguarding procedures.
- Deliver, record and continually update the learning journey (initial assessments, ILPs, induction and reviews) to ensure a meaningful learner experience and engagement with employer.
- 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, **ACT** ensuring that all business leads are referred to the appropriate **ACT** nominee. Recruit new learners as agreed with Line Manager.
- Follow the departmental IQA procedures to ensure good quality of delivery and progress of qualifications that meet awarding organisation requirements.
- Contribute towards development of curriculum, insight days and strategic plans.
- Maintain own CPD and skills by attending sector, awarding body and internal training.
- Communicate effectively and work with the team and management.
- Take part in, support and carry out actions from quality processes
- To adhere to and promote **ACT's** environmental practices.
- Any other duties as requested by your Coordinator or Manager, which may be necessary from time to time.

Personal and other duties and responsibilities:

- Demonstrate dignity, courtesy and respect towards others.
- Critically reflect on own values, knowledge and skills to improve learning.
- To actively keep updated with the company's services and programmes.
- Maintain CPD by attending training events, courses, meetings, workshops and seminars to keep abreast of subject/vocational area to not only develop yourself but also the company.
- To demonstrate clear written and verbal communication skills including report writing 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:

	Assessment Method	Essential	Assessment Method	Desirable	
Experience	A	Application/ Interview	Minimum of 3 years' occupational experience within the Information Technology Security sector		
Qualifications & Knowledge	A	Application/ Certificate verification	Minimum L3 occupational based qualification or equivalent (in Information Technology Security sector)	A Application/ Certificate Verification	Assessor qualification or Teaching qualification such as PGCE or equivalent
				B Application/ Certification Verification	Assessor qualification such as D32/33 etc. or equivalent
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 willingness to travel in Wales.		

Have you got what it takes? <https://www.irishrcloud.co.uk/recruit/application/apply.aspx?cid=527-9B7AAB5D-403A-4465-A6FE-A54AB5AF32C9&VacancyID=19834-5CD53F1B-2912-4F39-B6D9-C6BBABADDF4B>

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