

Digital Assessor/Tutor

Contract term: Permanent, full-time

Hours: 37 hours

Location: ACT Head Office & Skills Centre, Cardiff – Currently Hybrid Working (3/2 split)

Salary: £25,000 (£24,000 – unqualified) rising to £28,000 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 to achieve qualifications.

The role involves assessing, training and supporting learners in achieving qualifications in subjects such as IT Users 2, 3, Digital Skills for Business and Digital Learning Practitioners.

With vocational experience in information technology and using a variety of digital software, you will be responsible for a caseload of learners across Wales ensuring timely achievement of qualifications. You will be supporting learners by delivering workshops and assessing learners' skills in topics such as word processing, spreadsheets, managing emails, digital collaboration, presentation software and organising digital information.

You may be expected to travel to learner workplaces pan South Wales. The main office location is ACT Head Office & Skills Centre, Ocean Park House, Cardiff, where face to face delivery of workshops to learners may take place.

The role fits within Digital Services Team reporting to the 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

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We invest in people Platinum
Rydym yn buddsoddi mewn pobl Platinwm



- 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.
- To develop and deliver relevant workshops that contribute to the NVQ/QCF and Essential Skill Wales standards.
- 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
- 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.

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.



Person Specification

What we are looking for:

	Assessment Method	Essential	Assessment Method	Desirable
Experience	A Application/ Interview	Proven occupational experience within the IT/Digital sector.	A Application/ Interview	Experience of Project Management tools and techniques.
Qualifications & Knowledge	A Application/ Certificate verification	Minimum L4 occupational based qualification or equivalent.	A Application/ Certificate Verification	Teaching qualification such as PGCE or equivalent.
	B Application/ Certificate verification	Assessor qualification such as D32/33, A1 etc. or equivalent.	B Application/ Certificate Verification	Internal Verifier qualification such as V1 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		
	J Interview	Excellent presentation skills		
Personal Qualities	A Interview	To uphold ACT Values		
Other	A Interview	Hold a full U.K. driving licence		

Have you got what it takes? <https://www.irishrcloud.co.uk/recruit/application/apply.aspx?cid=527-9B7AAB5D-403A-4465-A6FE-A54AB5AF32C9&VacancyID=22473-C5F44BBB-93D8-4BEF-9669-F646C8B3039D>

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